

**Richland Parish School Board  
Job Description**

**TITLE:** Behavior Paraprofessional

**MINIMUM QUALIFICATIONS:** United States citizen or authorized alien with the physical and mental stamina and ability to perform performance and professional responsibilities.

**QUALIFICATIONS:** Three years experience as “Highly qualified” paraprofessional as set by LDE; Parapro score of 450+ or two year associate degree from accredited college/university that meets educational requirements

**PREFERRED QUALIFICATIONS:** Knowledge of behavior intervention strategies and SEL supports, training and/or experience with de-escalation techniques, experience with Louisiana SPED regulations (BIPs, IEPs, MTSS), familiarity with restorative practices or trauma-informed supports, and familiarity or willingness to learn more about LEAP Connect, ASD, EBD, or SEL curriculum.

**REPORTS TO:** Special Education Director, Principal, or Behavior Intervention Coordinator

**ASSIGNMENT:** This position is based out of the Richland Parish School Board Central Office working with students across all schools in the district as needed.

*Please note: Dependable transportation to travel throughout the parish is the employees responsibility and mileage is.*

**JOB GOAL:** Provides targeted behavioral, social-emotional, and academic support to students with documented behavioral concerns or social skills deficits.

**TERMS OF EMPLOYMENT:** 9 Month

**EVALUATION:** District Classified Evaluation

**COMPENSATION:** Adopted RPSB Certified Salary Schedule for paraprofessional

**PERFORMANCE RESPONSIBILITIES:**

- Ability to stand, walk, kneel, and assist students.
- Ability to respond quickly in crisis situations.
- Ability to lift/support 25–50 lbs.
- Ability to work in inclusive, resource, or specialized behavior settings.
- Support students with significant behavioral needs by learning new programs and platforms for social-skills instruction using technology.
- Implement individualized behavior plans, crisis plans, and social-skills goals under the direction of certified staff.
- Provide structured social-emotional support using evidence-based strategies (modeling, prompting, reinforcement).
- Utilize Robot Milo to deliver social skills lessons, model emotional regulation strategies, and reinforce communication skills.
- Monitor student behavior, emotional regulation, and engagement across settings.

- Support students using de-escalation techniques and restorative practices.
- Reinforce teacher-led instruction through small-group or one-on-one support.
- Implement visual supports, structured schedules, and prompting hierarchies.
- Facilitate social-skills lessons (including Milo sessions)
- Collect and record behavior data (frequency, duration, ABC notes, point sheets).
- Track student progress on Milo lessons.
- Maintain confidentiality following FERPA and state guidelines.
- Participate in team meetings, BIP reviews, crisis planning, and training.
- Work collaboratively with teachers, counselors, and support staff.
- Maintain positive, professional communication.
- Assist with structured routines and proactive behavior systems.
- Support transitions and unstructured environments.
- Follow Louisiana safety and behavior-intervention regulations.
- Work closely with teachers, behavior interventionists, school counselors, and special education staff to promote positive student behavior, increase engagement, and support students in meeting their IEP or Behavior Intervention Plan (BIP) goals.

#### **PROFESSIONAL RESPONSIBILITIES:**

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice, at minimum 24 hour notice whenever possible, of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep supervisor informed of the progress being made in area(s) of responsibility.
8. Report to assigned school site and Richland Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
10. Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.

17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

*While the operation of the Richland Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, all employees working with students should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.*

**I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.**

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_