

**North Monterey County Unified School District**  
CLASSIFIED POSITION DESCRIPTION

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Position Title:           **PARAPROFESSIONAL/PSYCHIATRIC TECHNICIAN**  
Job Family:               Instructional Support  
Reports to:                Site Principal and/or Director of Special Services  
Salary Level:             Range 33  
Calendar:                 Classified School Year

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**DEFINITION**

Under the direction of the Site Principal and/or the Director of Special Services, the Psychiatric Technician shall assist in working with students with serious behavioral and instructional needs in order to increase their ability to participate in and benefit from classroom instruction; assist the team in collecting student data and assist in implementing appropriate classroom behavioral and individual student behavioral and instructional plans in order to meet the educational needs of the student(s). They will provide care for students who have developmental disabilities and therapeutic care.

**MAJOR DUTIES AND RESPONSIBILITIES:** To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***NOTE:*** *Employee may be performing specialized health care procedures defined to include catheterization, gavage feeding, suctioning, or other services requiring medically related training as described in California Education Code 49423.5.*

The following list is representative of the position that includes but is not limited to:

- Knowledgeable in Crisis Intervention Techniques such as CPI, Handle with Care or Part Training
- Knowledgeable and aware of the different Prompting levels of behavior
- Knowledgeable of reinforcement strategies and how to deliver these strategies
- Knowledgeable of observational behaviors, visual supports, data collection, classroom organization and management
- A positive participate as a team member
- Able to assist in any reviews of student progress
- Able to assist students having difficulty related to building or maintaining satisfactory interpersonal relations or behavior or feelings with peers and teachers.
- Able to assist in planning for and working with students who have language, speech and/or hearing disabilities.
- Able to assist students by providing one-on-one tutoring in academic subjects such as reading, math, spelling and language, on a "drop in", "push in", or "pull out" basis.
- Assists students with daily living skills and self care routines.
- Provides specialized health care procedures as outlined by State regulations.
- Administers medication as per a health plan and under the oversight of the district nurse.
- Accommodates special needs of students such as toileting and diapering
- **Monitor student's physical and emotional well-being and report unusual behavior or physical ailments to medical staff.**
- Provide nursing, psychiatric and personal care to mentally ill, emotionally disturbed or intellectually disabled students
- Observe and influence student behavior, communication, and interactions.
- Take and record measures of student's physical condition, using devices such as thermometers and blood pressure gauges.
- Encourage students to develop work skills and to participate in social, recreational, and other therapeutic activities that enhance interpersonal skills and develop social relationships.

- Collaborate with and assist doctors, nurses, psychologists, and therapists working with mentally ill, emotionally disturbed, or developmentally disabled in order to treat and rehabilitate students.
- May be assigned, for extra duty pay, to ride school bus and assist with students to monitor medical and behavioral problems.

### **PHYSICAL AND MENTAL REQUIREMENTS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and classroom equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups of students; physical agility to push/ pull, squat, twist, turn, bend, stoop and to reach overhead, sit on floor, climb and move quickly or run after a child in an emergency situation; physical mobility sufficient to move about the work environment (office, district, from school or home site-to-site), drive a vehicle, and respond to emergency situations; physical strength sufficient to lift a student weighing 45 pounds and more with a two-person lift; physical stamina sufficient to stand or walk throughout student recess periods; physical, mental and emotional tolerance to be exposed to noise generated by students in an enclosed environment; physical tolerance to be exposed to dust pollen specific agents/ chemicals, cleansers, and foul smells; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

### **REQUIRED QUALIFICATIONS**

#### **Education and Experience:**

- Education equivalent to the completion of twelfth grade and two years of college level coursework.
- Must possess a valid Psychiatric Technician License in the State of California.
- One or more years successful experience working in educational settings with students who have unique and challenging behaviors.
- Education as required by the No Child Left Behind Act of 2001: High school diploma or equivalent AND two years of higher education study (48 semester units) OR possession of an Associate's or higher degree OR met a rigorous standard of quality and able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing, reading, writing and mathematics.
- Specialized training appropriate for area of assignment (eg: behavior modification, restraint/crisis intervention technique and strategies).
- Must be willing to attend specialized training related to the assigned students specific disability or condition (if needed).
- Bilingual skills in English & Spanish highly preferred.

#### **Knowledge of:**

- K-12 Curriculum Standards.
- Strong English verbal and written communication skills and strong basic math skills.
- Techniques used in behavior modification and motivation programs.
- General concepts of child growth and development and child behavior characteristics.
- Student testing and testing procedures; routine recordkeeping.
- Safety rules and regulations regarding physical activity.
- First Aid / CPR
- Universal health precautions

#### **Ability to:**

- Interact with and maintain cooperative relationships with all levels of staff and the public.
- Communicate effectively in the English language both orally and in writing.
- Demonstrate understanding, patience, a positive attitude and genuine interest in working with students with disabilities.
- Physically participate in activities outside the classroom such as: vocational training,

- mainstreaming, recreational activities and field trips.
- Handle information in a discreet and confidential manner.
- Learn and perform specialized instructional procedures, including reading, math, and technology procedures.
- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties.
- Perform appropriate First Aid when necessary.
- Use correct procedures for lifting and correctly positioning on/in specialized equipment used by student
- Assist students with computers, reading and math skills at various levels.
- Analyze situations accurately and adopt an effective course of action.
- Be responsible for the safety and welfare of special needs students.
- Drive from site to site.
- Work independently.
- Function effectively in a multi-cultural setting.

**DESIRABLE QUALIFICATIONS**


- Coursework in education, psychology, child development, classroom behavior management and/or Early Childhood Education.
- Additional coursework related to specific assignment.
- Awareness of developmental levels in areas of instruction.


**LICENSES AND CERTIFICATIONS:**

- Possess an appropriate California Driver's License with evidence of insurability
- Handle with Care, Crisis Intervention Training, etc. highly preferred
- First Aid and CPR Certification within six (6) months of employment

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.*

**CSEA and DISTRICT AGREEMENT**

CSEA  DATE 6-12-18

DISTRICT  DATE 6/12/18

Board Approved: May 24, 2018