



Job Description – Classroom Support Provider

DESCRIPTION

Under the direction and supervision of the classroom teacher and the behavior department, the Classroom Support Provider (CSP) is responsible for the day-to-day implementation of students individualized education and behavior programs. The Classroom Support Provider is also responsible for the supervision and data collection of the student(s) they are assigned to.

DUTIES AND RESPONSIBILITIES

- Implement lessons/curriculum as they relate to classroom activities or students' individual academic behavior goals.
- Lead and participate in classroom groups and activities, modeling and reinforcing appropriate student behavior and participation.
- Record data per the requirements of each goal (behavior and academic) or behavioral target throughout each school day, ensuring accurate and reliable data recording.
- Supervise students at all times, ensuring their safety, confidentiality, and integrity while maintaining an active learning environment.
- Intervene during behavioral emergencies per the requirements of each students Behavior Intervention Plan (BIP) while maintaining the safety of students and fellow team members.
- Travel and participate on outings and field trips with students, implementing scheduled lesson plans as well as training for generalization.
- Maintain an orderly and clean classroom, participating and assisting students in the set-up and breakdown of activities.
- Assist students with hygiene needs including, but not limited to, toileting training, diaper changing, shaving, tooth-brushing, etc.
- Collaborate and cooperate with classroom teacher, DIS providers, and other team members.
- Implement techniques and recommendations of all DIS providers (i.e., OT, SLP) throughout each school day.
- Maintain student confidentiality per HIPPA practices.
- Maintain a professional and conservative appearance according to the Port View Preparatory dress code.
- Participate in continuous training and professional development activities as required.
- Assist transporting students to and from school, as a passenger or driver, in a Port View vehicle.
- Follow all state traffic laws and Port View transportation safety guidelines.
- Other duties as required.

PVP PLEDGE

As a Classroom Support Provider (CSP) it is imperative to follow, model and educate staff on PVP's mission and values which is represented in our pledge. Below is our pledge and a description of the activities to be followed to ensure the pledge is reflected in your work.

- **Student Focused:** Putting students first.
- **Team Oriented:** Contribute towards common goals.
- **Knowledgeable:** Be a source of verifiable information.
- **Resourceful:** Identify and utilize existing supports.
- **Supportive:** Encourages, celebrates, and promotes the growth of the organization as a whole.
- **Collaborative:** Work with the team to enhance the common goal.
- **Self-aware:** Acknowledge your strengths and limitations.
- **Dedicated:** Demonstrate commitment to meeting goals and objectives.
- **Ethical:** Maintain students and staffs' human rights.
- **Professional:** Be mindful of how your presentation reflects on you, your company and your field.
- **Engaged:** Be meaningfully responsive to the current environment.

SKILLS AND QUALIFICATIONS

- 3-6 Child Development or related courses
- Prior experience in Applied Behavior Analysis preferred
- Prior experience with individuals with autism and related developmental disorders

ACKNOWLEDGMENT OF JOB RESPONSIBILITIES

Please check one:

I understand and can perform all duties and responsibilities of a Classroom Support Provider as described above.

I do not approve or understand the duties and responsibilities of a Classroom Support Provider as described above.

Employee Name (printed): _____

Employee Signature: _____ Date: _____



Revised December 2021