

Memorandum of Understanding
Between
Hartford Education Association and Hartford School District
Educational - Group 3 Paraprofessional
August 22, 2023

1. The addition of a Group 3 Educational Employee, as delineated in the following job description, will be added to the Collective Bargaining Agreement.
2. The base rate of pay for the Group 3 Educational Employee for the 2023-24 school year will be \$28.85

TRR 8/23/23
Superintendent

W. Wilson 8/23/23
HEA President

EDUCATIONAL – GROUP 3
Job Description
One each at HHS, HMMS, DBS, OQS, WRS and TWS

- I. Qualifications
 - A. At least 10 years of experience working with children, with at least 5 in a role specific to behavioral intervention or similar
 - B. Registered Behavior Technician or similar training
 - C. Ability to lead restorative circles and practices
 - D. Trained to perform Functional Behavioral Analysis and/or write Behavioral Support Plans
 - E. Crisis Prevention Institute (CPI) certification or similar deescalation training
 - F. Experience with equity-centered and trauma informed practices
 - G. Familiarity with and ability to implement Tier 1, 2, and 3 MTSS/PBIS systems
 - H. Training and/or work experience in disability-specific methodologies

- II. Employment Terms:

Student days plus 11 days to match the teacher calendar. Benefits outlined in the ESP Collective Bargaining Agreement.

- III. Reporting Level:

Paraprofessional is supervised by and reports to the Building Administrator

- IV. Job Functions:
 - A. Attend inservice meetings, trainings, and events and act as a liaison between teachers, administrators, and support staff to ensure effective communication and collaboration
 - B. Conduct a Functional Behavior Analysis (FBA) as needed and lead implementation of behavioral support plans (BSP)
 - C. Crisis Response i.e., Respond to behavioral calls in the building to de-escalate, escort, restrain, or seclude when needed
 - D. Coach teachers and paraprofessionals in use of universal supports to prevent behavioral disruption
 - E. Co-plan and facilitate professional development on behavioral PBIS
 - F. Participate in training opportunities provided.
 - G. Participate in scheduled staff meetings, team meetings, and in-services as directed by building principal
 - H. Support staff with transitions, breaks, and coverage to support student behavior
 - I. Perform other duties as assigned by supervisors

- V. Evaluation:

The Paraprofessional will be evaluated by the Building Administrator on an annual basis. This evaluation will be based upon this job description and other relevant criteria.

The paraprofessional hired in this position retains this group so long as evaluations are positive in nature. In the event a building principal would like to replace the paraprofessional, the paraprofessional will be notified by December 1 of the preceding year.