



Job Description

Title: Behavior Intervention Assistant	FLSA Status: Non-Exempt	Months: 10
Supervisor: Executive Director	Supervises: N/A	Range: 17
Department: Pupil Services	Bargaining Unit: Classified	Approved: 12/19/2019

JOB SUMMARY:

Under general supervision of the Executive Director and in collaboration with the Behavior Specialist, the BIA implements and models research based behavior interventions according to a student's established IEP, 504 Plan or Behavior Plan for the purpose of supporting district staff and assisting students in achieving their academic, social, emotional and behavioral goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists instructional personnel in delivering educational programs and direct interventions in identified academic, behavioral and social/emotional areas.
- Assists in implementing and modeling behavior and instructional support plans for the purpose of meeting individual student needs and reinforcing learning activities.
- Models to staff and students specialized instructional and behavioral strategies and techniques being implemented for the purpose of student support.
- Takes accurate data on students' and staffs' progress and assessments for behavior support services for the purpose of monitoring and reporting progress and identified goals.
- Implements and models techniques of behavior analysis, including social stories and social skill development, peer facilitation and peer training for the purpose of assisting students in achieving academic, social, emotional and behavioral goals.
- Participates in staff development, team meetings and training as directed for the purpose of learning new skills relevant to working with students.
- Monitors achievement, maintains records and files in prescribed program format and provides feedback to Behavior Specialist as may be applicable.
- Attends in-service training activities.
- Communicates regularly with classroom teacher and Behavior Specialist regarding specialized program students.
- Reports observations and incidents relating to specific students for the purpose of providing documentation and/or communicating information to appropriate personnel.
- Meets buses and escorts students to and from classrooms, supervises pupils on playgrounds and on study trips as needed.
- Maintain confidential information about students and behavior techniques.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical

demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
- Knowledge and sensitivity to learning difficulties encountered by students assigned to special education classes/programs.
- Knowledge of general concepts of child growth and development and behavioral characteristics in the special programs of assignment, including special program goals and objectives.

Skills/Ability to:

- Ability to assume responsibility for supervising and caring for students with special needs and to learn/utilize teaching aids and machines used in special education programs.
- Ability to demonstrate an understanding, patient, warm and receptive attitude toward special education children and be sensitive to the learning difficulties encountered by students assigned to special education programs.
- Ability to maintain cooperative working relationships with students, staff, the general public, parents and families experiencing stressful conditions.
- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- High school diploma or equivalent

Licenses, Certifications and other Requirements:

- First Aid and CPR certification.
- Instructional Assistant Proficiency Test certificate.

WORKING CONDITIONS:

Work Environment:

Manual dexterity and physical condition necessary to maintain a rigorous work schedule including bending, crouching and kneeling, pushing/pulling, reaching in all directions and may be required to lift/position student weighing up to 80 pounds.

Moderate to high stress level.

Primarily indoor classroom and school setting, community and outdoor settings.

Temperature - normal climate.

Physical Demands:

Training in Crisis Prevention and Intervention

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.