

INSTRUCTIONAL ASSISTANT-BEHAVIOR INTERVENTION-PREVENTION & INTERVENTION

DEFINITION:

Under the supervision of the Coordinator of Prevention and Intervention, provides a variety of complex applied behavioral and instructional support strategies and techniques; assists and shares with instructional personnel strategies on reinforcing instruction; supports individual or small groups of students; collects and maintains data on student behavior; performs a variety of clerical and supportive tasks for certificated instructional personnel; attends and participates in student progress meetings.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Performs related duties as assigned or required.

- Under supervision, leads and provides applied behavioral support to students with possible emotional disorders, learning disabilities, behavior disorders and related educational needs
- Assists instructional personnel with the development and presentation of learning materials and instructional exercises; may provide a variety of instructional and behavior assistance to individual students.
- Provides guidance to classroom personnel including modeling, shadowing or subject-specific training.
- Supports individual or small groups of students, reinforcing instruction as directed by the teacher; monitors and oversees student drills, practices and assignments in various subjects; assists students in completing classroom assignments, homework and projects.
- Observes and controls behavior of students in the classroom, lunch areas, library, playground and other learning environments according to approved procedures; reports progress regarding student performance and behavior.
- Collects data and records anecdotal student progress notes.
- Redirects student behavior according to established techniques and procedures; provides positive behavior interventions.
- Implements behavioral strategies and accommodations in accordance with strategies identified by Prevention and Intervention TOSA/MTSS Team.
- Administers and scores various tests and assessments as directed; prepares reports and documentation as required.
- Assists students with performing and developing proper social behavior, personal hygiene and self-help skills including toileting students, changing diapers and soiled clothing as assigned by the position.
- Attends and participates in assigned meetings and staff development trainings.
- Performs a variety of clerical and supportive duties related to classroom activities such as preparing, typing, duplicating, filing and distributing instructional materials; maintains records, progress notes, charts, observation logs and student files related to attendance, grades, progress, behavior and assigned activities.
- Assures the health and safety of students by following established practices and procedures; supports the maintenance of a safe, orderly and clean learning environment And provides routine first aid to injured students.
- Performs related duties as assigned or required.

QUALIFICATIONS GUIDE

Knowledge of:

- Behavior intervention modifications, techniques, strategies, plans, procedures and goals.
- Problems and concerns of students with possible emotional disorders, learning disabilities, behavior disorders and other educational needs.
- Techniques used in controlling and motivating students.
- Child guidance principles and practices related to children with unique learning needs.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Applicable Educational laws, codes, regulations, policies and procedures related to position.
- Data collection and record keeping methods.
- Operation of a variety of office/classroom equipment, a computer and assigned software.
- Techniques to motivate students and manage student behavior.
- Interpersonal skills using tact, patience and courtesy.
- Safe practices in classroom and playground activities.
- Oral and written communication skills.
- Basic first aid techniques.

Ability to:

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of students as directed by the teacher, Prevention and Intervention TOSA or MTSS Team.
- Perform a variety of clerical duties in support of classroom activities.
- Assist in the preparation of instructional materials and implementation of lesson plans.
- Assist students with math, reading and writing activities as assigned.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Participate as member of a team supporting students' progress and behavior intervention plans.
- Assist students with self-help, personal hygiene and independent living skills as assigned.
- Communicate effectively both orally and in writing.
- Observe health and safety regulations.
- Maintain accurate records, observe, collect and record data regarding student behavior.
- Perform routine clerical work and basic arithmetic calculations.
- Demonstrate an understanding, patient, warm and receptive attitude toward children.
- Perform routine clerical work and basic arithmetic calculations.
- Be dependable and punctual, maintain therapy schedules, and keep students focused on assigned tasks for the specified duration prescribed.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and three years' experience working with school-aged children in an educational or organized setting. College level coursework in child development, special education, or psychology preferred. Experience working with students with behavioral /emotional needs is desirable.

LICENSES AND OTHER REQUIREMENTS:

- Proof of passage of the CBEST, or proof of an AA degree or higher from an accredited institution in the US or successful passage of the District's Proficiency Test or meet cut scores for ACT/SAT (ACT23 Math, 22 English; SAT-550 Math, 500 English).
- Valid First Aid/CPR certificate.
- Incumbents are required to participate in District professional development trainings and workshops in the area of Crisis Intervention Training and related behavior strategies and techniques during a probationary period.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and monitor student activities.
- Reaching overhead and above shoulders to access materials.
- Sitting or standing for extended periods of time.
- Lifting or carrying of office supplies and other work related materials up to 25 pounds.
- May be required to correctly lift 50 pounds or more with assistance and move students on and off a school bus, in a classroom, and during outside activities as necessary.
- Bending at the waist, kneeling or crouching to assist students.
- Walking to and from designated locations.

WORK ENVIRONMENT:

Indoor/classroom/outdoor environment. The work environment characteristics 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. The noise level in the work environment is usually moderate. Hazards include:

- Contact with dissatisfied or abusive individuals.
- Potential for contact with blood, other body fluids and communicable diseases.

New Position: 12/2019