

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Safe Schools Intervention Assistant

Pay Table: Support

Pay Grade: 4

FLSA Status: Non-Exempt

Job Code: 883

Reports to: Safe Schools Program Manager

JOB SUMMARY

Under the supervision of the Safe Schools Program Manager, the Safe Schools Intervention Assistant provides assistance to high risk students in their regular classroom, improving the ability of the student to behave in a positive manner, and trains parents and teachers to use positive behavioral management techniques. Assists teacher and student in implementing behavior and safety plan outlined by District Case Management and Safe Schools supervisor.

ESSENTIAL JOB FUNCTIONS

- Provides one-on-one counseling and behavior management support to elementary students (reinforces appropriate behavior and applies consequences for inappropriate behavior).
- Observes and manages student behavior by monitoring behaviors in the classroom, lunchroom, during breaks between classes, field trips, school buses, playground, gym, etc.
- Watches for triggers of high risk behavior and assists students with de-escalation.
- Takes notes of student behavior.
- Develops a rapport with students.
- Works closely with teachers and staff to assess student needs, assist students in implementing behavior and safety plans, and implement instructional techniques to encourage and motivate students.
- Provides various levels of behavior management ranging from verbal prompts to physical restraint as needed.
- Intervenes when necessary to handle emotionally charged situations using non-physical behavior interventions or physical restraint, using approved methods only, to maintain safety of the student and others.
- Provides guidance and feedback to parents, teachers, and staff regarding student progress and behavior management techniques.
- Compiles detailed records of all interventions and communication by documenting student behavior, performance, and progress, collecting data, and completing progress reports

- Participates in weekly review of assigned cases. Develops goals and objectives for students, provides input on student progress, and recommends program adjustments as needed.
- Drives between school locations using personal automobile.
- Attends staff and training meetings. Participates in district training programs.
- Collaborates with teachers and administration.
- Maintains integrity of confidential information relating to the school, staff, and personal records of the student.
- May assist teacher with classroom or clerical duties.
- Develops a sound understanding of educational curriculum and instructional methods.
- Miscellaneous duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma or equivalent education and/or experience.
- The equivalent of two years (48 semester hours) full time education at an institution of higher education; or an associate's degree; or the ability to pass a Utah State Office of Education approved Para-Professional test.
- District training (required after hiring).
- Knowledge of behavior intervention, certification in "restraint training" or be willing to attend training. Previous experience working with students with behavioral or emotional issues is preferred.
- Valid driver's license and clean driving record.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to objectively document and maintain records of student behaviors.
- Ability to establish relationships, understand, respect, and accept challenging students and positively communicate, motivate, and encourage students.
- Knowledge of techniques in crisis management, de-escalation and behavioral management including the use of physical restraint and seclusion as needed.
- Ability to work independently with minimal supervision.
- Ability to remain calm during a crisis situation while making quick rational decisions, prioritizing immediate student care needs, and maintaining a safe environment.
- Must be capable of establishing and maintaining relationships with parents, teachers, administrators, and co-workers.
- Ability to use computers and small office equipment.

PHYSICAL DEMANDS

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The work also requires the following physical abilities in order to perform the essential job functions: crouching, hearing, mental acuity, speaking, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.