

LOS ALAMITOS UNIFIED SCHOOL DISTRICT  
Office of the Personnel Commission

CLASS TITLE: INTENSIVE BEHAVIORAL INSTRUCTION (IBI) ASSISTANT

BASIC FUNCTION:

Under general supervision, provide instructional support and intensive behavioral instruction assistance using the principles of applied behavioral analysis (ABA) to designated students in a variety of educational settings including the classroom, community, and home; participate in behavior modification and management of students; assist students with proper physical care and hygienic needs; perform a variety of clerical support duties related to classroom activities and maintenance of student classroom data.

DISTINGUISHING CHARACTERISTICS:

The Intensive Behavioral Instruction (IBI) Assistant classification is distinguished from other instructional classifications by the varying locations at which work is performed, absence of immediate supervision, the independent judgment exercised and the severity/intensity of the behavioral needs of the population served, including students with severe behavior and/or emotional disorders. Positions assigned to this class are further distinguished by the emphasis on knowledge and successful application of Applied Behavioral Analysis, Picture Exchange Communication System (PECS) and Pivotal Response and Floor Time.

REPRESENTATIVE DUTIES:

1. Provide intensive behavioral instruction assistance to a designated students or group of students with severe behavior and/or emotional disorders in a variety of educational settings, including classroom and community settings.
2. Follow provided behavior programming and/or intervention plan for intensive behavioral treatment.
3. Confer with instructional personnel and provide input regarding student progress.
4. Assist instructional personnel and teachers with behavioral management of students.
5. Assist the classroom teacher, or specialists to facilitate classroom learning for students individually or in small groups in accordance with Individualized Educational Programs (IEP).
6. Assist in training students in educationally-based adaptive functioning and developing self-sufficiency.
7. Support student behavior and assist in the implementation of positive behavior plans for identified students.
8. Provide one-on-one assistance with students exhibiting extreme maladaptive ~~aggressive~~ behaviors (ie., aggression, elopement, property destruction, etc.)
9. Facilitate social skills activities.
10. Attend District provided in-services and special training related to behavior related topics.
11. Support the IEP goals of students; attend IEP meetings as required.
12. Oversee students for temporary periods of time inside and outside the classroom, and in the community; assist teacher and/or other staff members in supervision of students as required.

13. Supervise students during lunch, passing periods, on the playground, on field trips or when in the general education settings; supervise the loading/unloading of students on school buses.
14. Establish and maintain positive relationships with students, fellow staff, and administrators.
15. Drive to community settings and a variety of school sites, as required.
16. Assist students with developing self-help, toileting personal hygiene, social and communication skills, which may require physically moving, lifting, and directing students.
17. Assure the health and safety of students by following health and safety practices and procedures; administer basic first aid and follow Health Plans as appropriate.
18. Prepare and maintain daily data, detailed case records, and notes related to assigned students and activities; maintain confidentiality of sensitive and privileged information.
19. Accompany and monitor students in a variety of non-classroom activities including community-based outings that assist students with developing social and community skills.
20. Perform a variety of clerical duties and instructional support to assist classroom instruction.
21. Flexibility in work location and assigned students and classrooms; may have frequent changes in location and duties.
22. Perform other related duties as required.

#### KNOWLEDGES AND ABILITIES:

##### KNOWLEDGE OF:

Principles and practices of child guidance especially as they relate to students with severe behavioral and/or emotional disorders; basic concepts of child growth and development and developmental behavior characteristics, particularly pertaining to pupils with special learning needs; principles and practices of applied behavior analysis (ABA) including the special needs and requirements of students with severe behavioral and/or emotional disorders; health and safety regulations; applicable laws, regulations, policies and procedures governing student educational programs; behavior management strategies and techniques relating to pupils experiencing maladjustment in the educational setting; routine data collection and record keeping techniques; health regulations and safe working methods and procedures; proper lifting techniques; basic subjects including arithmetic, English grammar, spelling and reading, computer operations/data entry, word processing and spreadsheets; preferred First Aid/CPR procedures; personal hygiene practices.

##### ABILITY TO:

Provide one-on-one and small group intensive applied behavior analysis instruction assistance to students with severe behavioral and/or emotional disorders  
 Perform clerical duties related to classroom activities  
 Monitor, observe and report student behavior and progress according to approved policies and procedures  
 Determine appropriate action within clearly defined guidelines  
 Demonstrate a calm, positive, patient, receptive and understanding attitude toward students  
 Work independently with minimal direction  
 Maintain confidentiality  
 Learn and apply techniques for ensuring student safety in the event of serious or dangerous behaviors, which may include physical restraint

Reinforce instruction with individual or small groups of students as directed by the teacher  
Understand and relate to children with special needs  
Establish and maintain cooperative and effective working relationships with others  
Communicate effectively both orally and in writing  
Understand and follow oral and written instructions  
Operate a variety of office and classroom equipment and assistive communication devices  
Observe health and safety regulations  
Prepare and maintain detailed care records and reports  
Administer First Aid and CPR  
Drive your own a vehicle to conduct work  
Appropriately manage student behavior  
Guide students toward more acceptable social behaviors

#### EDUCATION:

The equivalent of graduation from high school and an Associate's degree or completion of at least two years (48 semester units or 60 quarter units) at an institution of higher learning

Specialized training in Applied Behavioral Analysis (ABA) is preferred

#### EXPERIENCE:

One year experience working with students with severe behavioral and/or emotional disorders including some demonstrated experience implementing Applied Behavioral Analysis (ABA) programs

#### LICENSES AND OTHER REQUIREMENTS:

Must possess valid California Driver's License with appropriate auto insurance coverage and a valid First Aid/CPR certificate issued by the American Red Cross or District approved organization preferred.

#### WORKING CONDITIONS:

##### ENVIRONMENT:

School or community environment working with students with severe behavioral and/or emotional disorders. Some assignments may involve ~~late afternoon/evening~~ hours outside the school day.

#### PHYSICAL DEMANDS

May be subject to physical and emotional outbursts by students, including such behaviors as kicking, spitting, scratching and biting; involves standing, walking, sitting, running, kneeling, squatting, crawling, stooping and bending; lift, carry, push or pull up to 50 lbs. (frequently), up to 70 lbs. (regularly), and up to 100 lbs. (occasionally); move students on and off a school bus, in a classroom or during outside activities; may also be required to assist students using wheelchairs, walkers or other mobility devices; duties may include activities which involve repetitive use of hands, arms or shoulder and twisting or pressure involving wrists or hands and working with arms above shoulder level; give student direction requiring clear speaking, the ability to hear normal voice conversation, color vision, peripheral vision, depth perception and the ability to adjust focus; exposed to minor contagious illnesses (e.g., colds, flu); duties may include toileting, changing diapers, working with feeding tubes and colostomy bags.

SALARY RANGE: 45

ADOPTED BY PERSONNEL COMMISSION: April 1, 2020  
ADOPTED BY BOARD OF EDUCATION: April 28, 2020