



Job Description
BEHAVIOR SPECIALIST ASSISTANT

JOB SUMMARY:

Under the supervision of the Director of Pupil Personnel Services, assists the District's Behavioral Specialists in supporting students demonstrating behavioral challenges within the school setting; helps with data collection and analysis; consults with the student's educational team, and assists with training staff.

DISTINGUISHING CHARACTERISTICS:

This job is distinguished from similar jobs by the following characteristics. The Behavior Specialist Assistant must be knowledgeable about state standards, available resources, and appropriate materials to modify curriculum to meet IEP goals; have a higher level of understanding of child development and behavior, and knowledgeable of best practices to assist in the development of the staff who work with students demonstrating behavioral challenges.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in devising strategies based on the understanding of the individual student needs, interests, and abilities.
- Uses appropriate applied behavior teaching, communication, and reinforcement techniques.
- Creates materials to support the student's IEP/behavior support plan, for example but not limited to, token boards, visuals for expected and unexpected behaviors, visual schedules, point systems, etc.
- Supervises, observes, and assists the assigned student at all times, when supporting a student in a classroom setting.
- Works with an individual student to reinforce learning of material or skills as described in the IEP/behavior support plan.
- Confers and consults with staff and administrators regarding students' needs.
- Completes required documentation and data collection as specified.
- Maintains appropriate documentation on outcomes of discrete trials and extensive behavior analysis data and graphing.
- Performs extensive record keeping, scheduling, and copying to maintain student files and provide classroom materials.
- Assists in training of general education and special education staff on student needs and appropriate interventions.
- Assists with training paraprofessionals in Applied Behavior Analysis (ABA) methods, data collection, graphing and social skill development, accommodations, modifications, and other areas as needed.
- Supports and trains staff in helping students to use a variety of assistive technology programs, for example but not limited to, touch chat, pro-lo-quo, PODD.
- Supports Instructional Assistants Specialized Care (IASC) in working with students to teach activities of daily living (i.e., bathroom routines, toilet training).
- Participates in in-service training programs as assigned.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Effective methods of working with students with special needs and/or learning disabilities
- Basic principles, goals, and objectives of Individualized Education Plans (IEP)
- General concepts of child development and child behavior characteristics
- Student behavior management techniques and strategies
- Classroom procedures and appropriate student conduct
- Basic understanding of curriculum and instructional materials used at K-6th grade
- Knowledge of subjects taught in district schools, including English language arts and mathematics
- Applied Behavior Analysis
- Data collection techniques
- Basic first aid principles

Ability to:

- Learn special education laws, regulations and policies; goals and objectives, IEP's, 504 Plans
- Modify curriculum resources to support students with special needs
- Develop a variety of instructional materials
- Effectively present information in a one-to-one or small group setting to students and other members of the educational team
- Train and support staff
- Plan and present professional development
- Maintain accurate data
- Work with minimal supervisory support at various school sites in the district
- Maintain confidentiality of all student information
- Establish and maintain effective working relationships with students, staff, and parents
- Understand and carry out oral and written directions
- Demonstrate an understanding, patience, warm and receptive attitude toward students
- Effectively utilize basic technology used in a school setting, i.e., computer, tablet, and mobile phone
- Communicate clearly and concisely, both orally and in writing
- Carry or lift student, apparatus, and/or adaptive apparatus
- Perform clerical tasks and operate standard office machines
- Maintain regular and consistent attendance

EDUCATION AND EXPERIENCE:

Experience:

This position requires a minimum of 2 years of experience with students with special needs, particularly students with Autism and/or significant behavioral challenges, and successful knowledge of and experience with different methods of data collection.

Education:

- At minimum the equivalent of twelfth grade education
- Passing of District competency test; or hold an AA Degree, or have completed 48 College units
- Completion of training programs in Applied Behavior Analysis intervention including the method of Discrete Trial Teaching (DTT), social skills facilitation, behavior intervention, implementation of visual supports, prompting hierarchy, and inclusion support strategies is highly desired
- Basic First Aid and CPR Training
- Crisis Prevention Institute Training (CPI)

WORKING CONDITIONS:

Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Daily contact with district and school staff
- Constant interruptions
- Moderate to high stress level

Physical Abilities:

- Hearing and speaking to exchange information in person and on the telephone
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials
- Standing for extended periods of time
- Bending at the waist, kneeling or crouching to file materials
- Occasionally lift and/or move up to 50 pounds or over 50 pounds with assistance.
- Push students in wheelchairs.
- Lift students on and off toilets and wheelchairs or other equipment.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Hazards:

- Contact with blood and other body fluids.
- Potential for contact with blood borne pathogens and communicable diseases.
- Chemicals including antiseptics and disinfectants.
- Biomedical wastes and hazards.
- Contact with students who could potentially display violent (or aggressive) behavior.

OTHER:

California Class C driver's license and employee-provided transportation required.

REQUIRED TESTING:

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

CLEARANCES:

California Department of Justice (DOJ) fingerprint clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

Range: 10.5

Approved: June 18, 2019