

Behavioral Support Assistant

Purpose Statement

The job of Behavioral Support Assistant is done for the purpose/s of providing support to the specialized therapeutic instructional program located at Russell Jones Education Center. Behavioral Support Assistants will work within assigned classroom with specific responsibility for assisting in the supervision, care and instruction of special needs students in a self-contained, public day school classroom; assisting in implementing plans for instruction; monitoring student behavior; and providing information to appropriate school personnel. The Behavioral Support Assistant will help with data collection and analysis.

This job reports to the Principal.

Essential Functions

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Administers a variety of activities (e.g. modify student work to help limit behavior issues while still accomplishing goals, etc.) for the purpose of supporting teachers in the classroom.
- Assists with appropriate behavioral intervention techniques as directed by the supervising teacher for the purpose of ensuring a safe environment for the student and classroom.
- Attends meetings and in-service presentations (e.g. CPR, emergency procedures, crisis de-escalation etc.) for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with supervising instructional staff and professional support personnel for the purpose of assisting in evaluating progress, programming and/or implementing IEP objectives.
- Implements, under the supervision of assigned teacher, behavior plans designed by IEP team for students for the purpose of presenting and/or reinforcing learning concepts.
- Maintains a variety of materials (instructional materials, files, records, data, charts, etc.) for the purpose of ensuring availability of items, providing written reference, and meeting mandated requirements.
- Maintains and updates required certifications for the purpose of ensuring employability and up-to-date training.
- Models positive behavior for students (e.g. inter-personal communication, processes, social interactions, etc.) for the purpose of providing educational and life skills training.
- Provides, under the supervision of assigned teacher, instruction to students in a variety of individual and group activities (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives, implementing IEP plans/behavior intervention plans and ensuring students success in school.
- Records daily, weekly logs for behaviors, academics and prompts for the purpose of ensuring accurate information is kept on each student.
- Remains with student at all times for the purpose of providing for the safety of students, removing student when necessary and de-escalating situations outside the classroom.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; stages of child development/ behavior; and age appropriate activities/behaviors.

ABILITY is required to schedule activities; and gather and/or collate data. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; working with constant interruptions; and dealing with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; communicating with others verbally and in writing. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 60% walking, and 35% standing. The job is performed under conditions with exposure to risk of injury and/or illness and in a clean atmosphere.

Experience Job related experience is desired.

Education Community college and/or vocational school degree with study in job-related area.

Required Testing

Physical Capacity Assessment

Certificates

Valid Substitute Teaching License

Current MANDT Certification

CPR Certification

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background
Clearance

FLSA Status

Non Exempt