

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: LEAD INSTRUCTIONAL ASSISTANT-BEHAVIOR INTERVENTION

BASIC FUNCTION:

Under the supervision of the Director, Special Education and Mental Health and with direction from the District Program Specialist, lead and participate in a variety of complex applied behavioral and instructional support activities in an assigned classroom or other learning environment; train and provide work direction to assigned personnel; assist instructional assistants in reinforcing instruction to individual or small groups of students; will work with both individuals and small groups of students; train personnel in collecting and maintaining data on student behavior; and perform a variety of clerical duties as assigned.

REPRESENTATIVE DUTIES:

1. Lead, model, and participate in a variety of complex applied behavioral and instructional support activities in an assigned classroom or other learning environment.
2. Drive to community settings and a variety of school sites, as required.
3. Flexibility in work location and assigned students and classrooms; may have frequent changes in location and duties.
4. Provide and implement Applied Behavior Analysis (ABA) strategies to select students one on one and in small groups.
5. Model provided behavior programming and/or intervention plan for intensive behavioral treatment.
6. Train and provide work direction and guidance to assigned personnel including modeling, and/or shadowing.
7. Provide individualized applied behavioral support to students with related special education needs.
8. Assist instructional personnel with the development and presentation of learning materials and instructional exercises; assist with the implementation of lesson plans; may provide a variety of instructional and behavior assistance to individual students one-on-one in support of special instructional programs; assist in the implementation of Individual Education Plans (IEP).
9. Perform a variety of clerical and supportive duties related to classroom activities such as preparing, typing, duplicating, filing and distributing instructional materials; maintain records, progress notes, charts, observation logs, and student files; Operate a variety of

classroom and office equipment including a calculator, copier, a computer and assigned software.

10. Observe and intervene students in the classroom, lunch areas, library, playground and other learning environments according to approved procedures; report progress regarding student performance and behavior.
11. Collect data; record anecdotal student progress notes; summarize data for student progress reports; Communicate with teachers and certificated personnel to support students' needs and progress.
12. Redirect student behavior according to established principles and procedures; provides positive behavior interventions.
13. Implement behavioral strategies and program modifications in accordance with assigned students' Behavior Intervention Plans.
14. Provide one-on-one assistance with students exhibiting extreme maladaptive aggressive behaviors (ie., aggression, elopement, property destruction, etc.).
15. Assist 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; Facilitate social skills and play activities.
16. Assist in training students in educationally-based adaptive functioning and developing self-sufficiency.
17. Assure the health and safety of students by following established practices and procedures; maintain a learning environment in a safe, orderly, and clean manner; Provide routine first aid to injured students according to established procedures as needed and follow Health Plans as appropriate.
18. Substitute, relieve, or serve as a back-up for absent Instructional Assistant-Behavioral Intervention staff.
19. 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.
20. Attend District provided in-services and special training related to behavior or instructional related topics.
21. Perform related duties as assigned or required.

KNOWLEDGE 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; 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 ProACT principles

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

Administer First Aid and CPR

Drive your own a vehicle to conduct work

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 is preferred. Specialized training in Applied Behavioral Analysis (ABA) is preferred.

EXPERIENCE:

Three years of verifiable 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 a 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 is preferred.

WORKING CONDITIONS:

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 including supervision at extracurricular events. 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; assist 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: 48

ADOPTED BY PERSONNEL COMMISSION: February 9, 2022

ADOPTED BY BOARD OF EDUCATION: March 8, 2022