

## **DINUBA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: INSTRUCTIONAL ASSISTANT - BEHAVIOR INTERVENTION**

#### **BASIC FUNCTION:**

Under the direction of the Director-Special Student Services, provide individualized applied behavioral support and instructional assistance to identified students with developmental, emotional and behavioral disorders; participate in the development, implementation, and evaluation of behavior management plans for assigned special needs students in a classroom environment; assist in collection of data, monitoring and charting student behavior; perform a variety of clerical duties in support of assigned program.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Provide individualized applied behavioral support and instructional assistance to identified students with developmental, emotional and behavioral disorders; administer an intensive, structural, systematic approach to change, alter and improve the social interaction skills of an assigned student.

Tutor assigned students, reinforcing instruction as directed by a certificated teacher; monitor and oversee student drills, practices and assignments in various subjects; confer with the teacher concerning lesson plans and materials to meet student needs.

Assist school staff in the development and implementation of intervention applied behavioral strategies to follow specified behavior intervention plans; assist in monitoring student behavior, documenting activities and progress; assist in the implementation of IEP goals and objectives.

Assist in the collection of behavior data and record student progress; maintain and organize data to track student behavior and academic progress; input data into an assigned software program; complete incident, assessment and other reports as necessary.

Perform a variety of clerical duties in support of assigned program activities such as preparing, typing, duplicating and filing instructional materials; maintain student records and files as assigned; complete incident or emergency reports related to behavior as required.

Provide support to teachers in classroom management; follow appropriate procedures when disruptive or behavior issues occur; utilize Non-violent verbal and physical intervention techniques when necessary; assist with student testing activities.

Establish positive rapport and meaningful relationships with students to reduce dysfunctional behavior in and out of the classroom, improve educational performance, and social relationships; provide guidance and mentoring to students in managing their own personal behaviors and with replacement behavior; assist students in developing and improving coping, social and life skills.

Assist in shaping student's behavior through positive reinforcement strategies and other strategies.

Assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner.

Operate a variety of classroom and office equipment including a telephone, copier, laminator, computer and assigned software; drive a vehicle to conduct work.

Serve as a team member with teachers, school personnel, agencies, families, schools and others in the implementation of behavior intervention plans; confer with teachers, instructional personnel and behavior intervention team regarding referrals and needed services for students; assist in the provision of speech, behavioral, and psychological services; communicate with administrators, staff, parents, community-based and outside agencies to exchange information and resolve issues or concerns.

Attend and participate in IEP's, meetings, conferences, in-services and other training programs as assigned; participate in and organize presentations and trainings relevant to the needs and services of students with developmental, emotional and behavioral disorders.

Administer basic first aid and CPR as necessary.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Problems and concerns of students with Autism, learning disabilities, related behavior disorders and other special education needs.

Applicable laws and regulations regarding special education and assigned duties.

Developmental, emotional, and behavioral disabilities.

Principals and techniques of Applied Behavior Analysis (ABA).

Child guidance principles and practices.

Techniques used in the assessment and treatment of disabilities.

Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.

Correct English usage, spelling, grammar, and punctuation.

Modern office equipment, practices and techniques.

Basic record keeping and data collection.

Non-violent verbal and physical intervention techniques.

Individualized Education Plan (IEP) procedures and goals.

Operation of a variety of office equipment including a computer and assigned software.

Techniques to motivate students and manage student behavior.

Instructional methods and practices.

Safety practices and procedures.

Behavior intervention training and strategies.

Basic first aid/CPR techniques.

Basic math.

**ABILITY TO:**

Apply behavior modification techniques in accordance with ABA practices.  
Work with students with developmental, emotional and behavioral disorders to change, alter and improve student social interaction skills.  
Implement behavior intervention strategies.  
Recognize and follow procedures when disruptive, abusive, and/or dangerous behavior occurs.  
Supervise students according to approved policies and procedures.  
Learn child guidance principles and practices.  
Maintain accurate records, observe, chart, collect and record data regarding student behavior.  
Maintain confidentiality of student and school information.  
Operate a variety of classroom and office equipment including a computer and assigned software.  
Demonstrate an understanding, patient, and receptive attitude toward children.  
Understand and follow oral and written instructions.  
Communicate effectively both orally and in writing.  
Participate as member of a behavior intervention team supporting students' progress.  
Administer first aid/CPR.  
Perform basic math calculations.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate's degree in psychology, human/child development or related field and two years experience working with special needs students in an educational or social services setting. Experience working with children with Autism and related disorders preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C Driver's License.  
Valid First Aid and CPR certification within six months of employment.  
Incumbents in this classification are required to complete Nonviolent Crisis Intervention (CPI) training within six months of employment.

**WORKING CONDITIONS:****ENVIRONMENT:**

Classroom and special education learning environment including working with children with developmental, emotional and behavioral disorders including Autism and other special needs.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate standard office and classroom equipment.  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching to assist students.  
Seeing to read a variety of materials and monitor student activities.  
Hearing and speaking to exchange information.  
Reaching overhead, above the shoulders and horizontally.  
Lifting and carrying or repositioning students.

**HAZARDS:**

Contact with hostile or abusive individuals with unpredictable behaviors.

Employee \_\_\_\_\_ Date \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017