BUENA PARK SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT – BEHAVIORAL SUPPORT

DEFINITION:

Under the direction of district office administration and across the various sites within the district, administer behavior management techniques specific to individuals with emotional disturbance, autism spectrum disorder (ASD), or severe intellectual disabilities who are exhibiting aggressive behaviors; uses de-escalation techniques and controls stimuli in the learning environment that may trigger students; implements supportive interventions; and performs other related duties as assigned.

EXAMPLE OF DUTIES:

Behavior Management: utilizes Applied Behavioral Analysis (ABA) techniques which are evidence based for students exhibiting aggressive behaviors due to their disability; implements supportive interventions designed to complement other students behavior support plan (BSP); assist with social skill development techniques; recognizes the beginning signs of escalation and intervenes and redirects the student; adjusts classroom or learning environment to control stimuli that may trigger students; may restrain volatile students using appropriate techniques; and follows any behavior support plan (BSP) developed for the student. Instructional/Classroom Support: explains and assures students' understanding of classroom rules, procedures, assignments and homework instructions; assists students by answering questions and providing examples, emotional support, friendly attitude, and guidance; provides feedback regarding student progress in attainment of individualized goals; conferences with supervisors, teachers, and specialists to coordinate instructional efforts and implement individualized education plans (IEP); collects data, prepares summaries, and records anecdotal notes; implements program modifications; adapts class work under the direction of the teacher and/or specialist; maintains confidentiality of sensitive and privileged information; initiates and receives phone calls; operates classroom equipment; sets up work areas and distribute/collect paper and supplies; and assists in preparing instructional materials. Student Safety: implements emergency crisis management techniques learned through appropriate training; keeps pace with students who are exhibiting flight behaviors; assists with student supervision in classrooms, lunch rooms, and various outdoor activities; escorts students to and from designated locations as assigned; attends and participates in a variety of trainings, meetings and workshops to maintain current knowledge which includes developments in the field of special education, restraint techniques, and emergency crisis management; provides assistance in self-help training in feeding, grooming, brushing teeth, toilet training and changing diapers, and other hygiene related tasks; provides assistance to students who use bus transportation as necessary; may push students in wheelchairs; may assist other instructional assistant staff in performing specialized healthcare procedures as assigned; and reacts effectively to emergencies.

QUALIFICATIONS:

Knowledge of:

Characteristics of emotional disturbance, ASD, and intellectual disabilities; awareness of what causes individuals with these disabilities to manifest aggressive behavior; Child guidance principles and practices related to individuals with these disabilities; behavior management strategies and techniques, which are evidence-based for emotional these disabilities; appropriate restraint procedures; Applied Behavioral Analysis; emergency crisis management techniques; proper English usage, grammar, spelling, punctuation, and vocabulary; recordkeeping and report preparation techniques; effective communication skills; appropriate safety precautions and hygiene standards.

Ability to:

Ability to perform essential functions of the job with or without reasonable accommodation; follow the behavior support plan developed for the student; de-escalate or redirect the student, recognize triggers for the students and adjust classroom or learning environment to control such stimuli; effectively use behavior management strategies and techniques specific for students with disabilities; adapt to new procedures and conditions; assist students with personal care such as dressing and toileting; assist in the supervision of students in the classroom and outdoors; recognize and effectively assist in responding to emergency and/or hazardous conditions; work closely with students exhibiting emotional and physical outbursts (i.e. hitting, spitting, swearing, throwing objects, and self-injurious

Ability to: (continued)
behavior); keep pace with students who are exhibiting flight behaviors, as necessary; perform appropriate restraint techniques; collect data in the manner designed by the credentialed staff; document and maintain accurate daily written documentation of specific services performed; operate standard classroom equipment, telephones, and computers; establish and maintain cooperative working relationships with children and adults; exercise tact, diplomacy and good judgment in dealing with special needs students; meet the physical requirements necessary to safely and effectively perform required duties including physically lifting and/or restraining students as needed.

EXPERIENCE:
One year of experience working with special needs students in an instructional setting. Prior experience working with students who exhibit severe challenging behaviors that interfere with academic and social progress is highly desirable. Two years of education in psychology, child development, special education or a related field may be substituted for one year of experience. The ability to communicate in Spanish or Korean is preferred.

EDUCATION:
Equivalent to the completion of the 12th grade and one of the following: 1) completion of at least two years of college/university study (48 semester units); or 2) possession of an Associate of Arts degree; or 3) a passing score on the CA Basic Educational Skills Test (CBEST). Some college-level course work related to this classification, such as Psychology, Child Development, Special Education or a related field is required. Participation in job-related training at the time of new hire into the position as required.

LICENSE REQUIREMENT:
Must obtain within six (6) months of employment a first aid and CPR certification.
Must possess a valid California driver license and good driving record.

CONDITION OF EMPLOYMENT:
Insurability by the district's liability insurance carrier.

Range 21
10 month calendar – 184 days