

**CLASSIFIED JOB DESCRIPTION**

---

**INSTRUCTIONAL ASSISTANT-BEHAVIORAL SPECIALIST**

---

**JOB SUMMARY:**

Under immediate supervision, performs required duties related to instruction while assisting in the classroom and other learning environments. May also perform a variety of clerical or other supportive duties, may provide services to students in a language other than English, and performs related work as required.

**ESSENTIAL JOB FUNCTIONS:**

- Assists teachers by working with individual students on a one-to-one basis and/or with small groups of students to reinforce and enhance various learning activities.
- Prepares learning materials.
- Assists in classroom clerical duties.
- Demonstrates and models learning and appropriate social behaviors.
- Maintains a positive attitude towards students.
- Supports established classroom or teaching routines.
- Operates computer or audio visual equipment.
- Maintains consistent behavioral management as established by the classroom teacher or Behavioral Specialist.
- Plans instructional program under direction of certificated staff.
- Maintains confidentiality of all information related to students.
- Assists students with various disabilities in toileting, including changing diapers, making toileting schedules for individual students, and creating individual visual materials to aide in toileting procedures for students with Autism.
- Utilizes skills of Crisis Prevention Institute training, which may require physical intervention of aggressive students for safety of the student and others.
- Trains additional school site Student Attendants and Instructional Assistants to implement individual support as determined by the Individualized Education Plan (IEP) team.
- Models the use of specific curriculum Pictures Exchange in Communication Systems, Treatment and Education of Autistic and Related Communication Handicapped Children, and Social Stories to classroom staff.
- Follows and implements Behavior Intervention Plans (Hughes Bills) and provides feedback (data, documentation, and observations) to school site personnel and Behavioral Specialist.
- Prepares, creates, and modifies child specific curriculum under the direction of the teacher and Behavior Specialist.
- Conducts social skills training with small groups at various school sites under the direction of the IEP team.
- Responds quickly to "crisis" situations around the District, which includes stepping in to support a child who is in crisis for any number of reasons.
- Other duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Experience as Instructional Assistant or Student Attendant.
- Ability to establish and maintain effective working relationships with students and adults, perform a variety of complex tasks, understand and carry out English oral and written instructions, and prepare reports as required.
- Knowledge of correct language usage, spelling, grammar, and punctuation. California state law requires that all personnel working in an instructional setting must demonstrate high school proficiency in the areas of reading, writing, and mathematics. Applicants must pass a proficiency examination before they can be considered for a position as an Instructional Assistant.
- High school diploma or GED required. Preferably supplemented by two years' college course work in childcare specialization or equivalent.

**LICENSES AND CERTIFICATES:**

A valid California Driver's Licenses required at the time of appointment.  
CPR certification is desirable.

*Classified Salary Schedule: Range 22*  
*BOARD APPROVED: 3/28/00*  
*REVISION DATES: 11/14/06*  
*08/10/22*  
*07/17/23*  
*08/09/2023*