

## Merced City School District

### **CLASS TITLE: INSTRUCTIONAL ASSISTANT – BEHAVIORAL SUPPORT**

#### **BASIC FUNCTION:**

Under the direction of Site Principal and Directors of Special Education and Pupil Services, assist Behavior Support Specialist in the monitoring, data collection, and reinforcement of positive behaviors for identified students with challenging behaviors. Monitor and report student progress regarding behavior and performance. Assist certificated teachers in providing instruction to individual students or groups of students in an assigned program. Perform a variety of clerical duties in support of the instructional program.

#### **REPRESENTATIVE DUTIES:**

Assist a Behavior Support Specialist in providing positive behavioral instruction to students in an assigned special education or general education classroom *E*

Provide positive behavioral instruction and assistance to individuals or groups of; assist students during classroom activities, lunch, physical education periods, recess and various other activities as directed. *E*

Reinforce and model behavioral instruction and strategies for students to part-time and full-time Instructional Assistants assigned to classrooms and to specific students; confer with teachers and Behavior Support Specialists concerning programs and materials to meet the individual needs of special education students. *E*

Provide instructional assistance to individual students or groups of students in a special education, alternative education or regular education class. *E*

Prepare instructional materials as directed by the teacher and Behavior Support Specialist; create or modify materials to assist the learning process; administer assigned testing instruments; score a variety of tests and assist in maintaining student files and records as assigned. *E*

Provide support to the teacher by setting up work areas; operate audio-visual equipment and educational training equipment; distribute and collect paper and supplies. *E*

Observe, analyze, and record data on student behavior; control behavior of students according to approved procedures; report progress and problems regarding student performance and behavior to the teacher. *E*

Participate in the implementation of behavior management communication systems, methodologies, theories and techniques.

Perform a variety of clerical duties such as preparing and duplicating instructional materials; maintain records, student data, and preparing charts and graphs for further analysis; maintain the confidentiality of records and information related to students and parents. *E*

Assure the health and safety of students by following health and safety practices and procedures; assist in maintaining a clean and orderly learning environment. *E*

Assist students with special and daily activities such as using restroom facilities, appropriate use of instructional supplies and play equipment, or participating in other activities. *E*

Assist in loading and unloading of students from buses as assigned.

Assist with maintaining IEP records and files; attend and participate in IEP meetings as required; contact parents as directed or required.

Participate in staff meetings and in-service training programs as assigned.

Report to possible multiple sites on a daily basis.

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment. The Instructional Assistant - Behavioral Support works under the direct supervision of the principal, directors and general supervision of the classroom teacher and Behavior Support Specialist. Exercises no supervision.

## **MINIMUM QUALIFICATIONS:**

### **KNOWLEDGE OF:**

Child guidance principles and practices, especially as they relate to special education students.

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

Principles and techniques of providing instructional assistance to groups of individuals in a variety of subject areas.

Safe practices in classroom and playground activities.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Classroom procedures and conduct.

**ABILITY TO:**

Assist a certificated teacher with academic and behavioral instruction in an assigned classroom.

Learn instructional techniques appropriate for students with disabilities and other problems.

Learn, apply, interpret and explain specialized mathematics, reading, writing and other tests for students.

Follow and modify lesson plans to fit individual student needs.

Demonstrate a patient, understanding and receptive attitude toward children with special needs, including those with disruptive emotional characteristics.

Prepare and complete student progress reports.

Understand and follow oral and written directions.

Learn the procedures, functions and limitations of assigned duties.

Work independently with minimal direction.

Communicate effectively with children, parents and adults.

Establish and maintain effective working relationships with students, parents, faculty and the public.

Understand and apply rules, regulations, policies and procedures.

Work confidentially with discretion.

Operate instructional and office equipment.

Perform clerical duties such as filing, duplicating and maintaining records.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom environment; subject to constant interruptions from classroom activities.

Ability to tolerate combative, defiant, and deviant behaviors and maintain professional composure and focus under behaviorally challenging conditions.

This is a transient position which may require the instructional assistant to provide service at more than one site during a school day and school year.

**PHYSICAL ABILITIES:**

Seeing to monitor student behavior during classroom activities; hearing and speaking to exchange information related to classroom assignments; bending at the waist; kneeling; standing for extended periods of time; lifting and carrying heavy objects; pushing or pulling; dexterity of hands and fingers to operate audio-visual and other equipment.

This position complies with the rules and regulations of the Americans with Disabilities Act (ADA)

Legal Reference: California Education Code, Sections 45103, 45109

Policy Adopted: June 24, 2014