Position: Behavior Support Assistant	FLSA: Non-exempt
Department: Assigned School Site	Salary Grade: 10
Reports to: Principal or Designee	

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY

Under the direction of the site principal, the Behavior Support Assistant will demonstrate advanced skills, knowledge and training to provide behavioral planning and support to students to prevent unwanted behavior, teach appropriate replacement behavior, positively shape appropriate behavior through reinforcement strategies and reduce the inadvertent reinforcement of maladaptive behavior to ensure student safety and success.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and implement behavior interventions with students as needed using approved behavioral strategies and positive reinforcements to de-escalate negative behaviors.
- Assist students with peer facilitation and training for the purpose of teaching appropriate social behaviors.
- Assist students with following routines and transitions for the purpose of providing proactive support to diminish negative student behaviors.
- Escort, monitor and maintain supervision of students as assigned within a variety of school environments such as to and from events, classes, lunch, and other activities as needed according to approved policies and procedures.
- Confer, as needed, with teacher(s) and other staff concerning behavioral supports, programs and interventions to meet student needs. Inform teacher(s) of any pertinent information concerning students and participate in meetings to share information about programs to which you are assigned, including as a member of site SSTs when behavioral issues are a factor in student success.
- Direct students into safe activities and functions.
- Coordinate activities for the purpose of implementing behavior intervention plans and behavior support plans, including measurable goals and objectives with strategies for meeting them.
- Assist with determining student eligibility for additional resources.
- Process forms, applications, documents, records, and other paperwork in support of position functions as needed.
- Assist a teacher in implementing lesson plans by providing positive learning experiences, including large or small group instruction and one-on-one tutoring outside instructional time. May assist with classroom management, computer instruction, and other instructional support.
- Assist the school team in behavioral planning and implementing strategies to address students with school avoidance behavior.
- Provide behavioral consultation to families to support student attendance.
- Perform related duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Basic reading, writing, and math skills in order to assist students
- Basic and specialized techniques for working with students with behavioral needs ● The practices and principles of child guidance

- Communication skills to interact in both formal and informal settings and with populations having difficulty with verbal and written communications
- Recordkeeping and computer skills
- School rules, policies, procedures, and behavior management techniques
- Interpersonal skills using tact, patience, and courtesy
- Child development principles, practices, and techniques
- Education and teaching methods
- Training and leadership skills
- District and school site organization, operations, and objectives

Ability to:

- Operate instructional and office equipment
- Interpret and explain District policies and procedures related to the school health program
- Prepare clear and concise reports
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work. Maintain effective audio-visual discrimination and perception needed for:
    - Making observations
    - Communicating with others
    - Reading and writing
    - Operating assigned equipment
- Maintain mental capacity which allows the capability of:
    - Making sound decisions
    - Demonstrating intellectual capabilities
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following administration of:
    - CPR
    - First aid (does not include administration of medication)
- Maintain strict confidentiality of student records and information according to established guidelines.
- Perform routine first aid as needed.

PHYSICAL ABILITIES

This position requires:

- Sufficient arm, hand, and finger dexterity to operate a computer and other office equipment
- Visual acuity to read words and numbers
- Lifting of light to moderate objects
- Sufficient ambulatory ability to stand for sustained periods of time and move to different locations
- Ability to take precautions against a nominal exposure to health and safety risks
- Speaking and hearing to communicate in person or over the phone

EDUCATION AND EXPERIENCE

The position requires the employee to meet the paraeducator criteria which is either two years (48 units) of study at an institution of higher education, an associate's degree or higher, or passing a qualifying assessment test. A minimum of four years of experience working with students from a variety of cultures in a structured setting is desired; a Bachelors Degree with six months of experience may substitute.

LICENSES AND CERTIFICATES

- Successful completion and certification of CPR/First Aid

- Crisis Prevention Training, such as Physical Assault Response Training (PART) (District will arrange for training.)
- California driver's license preferred