

LOS ALAMITOS UNIFIED SCHOOL DISTRICT  
Office of the Personnel Commission

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

**BASIC FUNCTION:**

Under the supervision of the Director, Special Education and Mental Health and with direction from the District Program Specialist, lead and participate in a variety of complex applied behavioral and instructional support activities in an assigned classroom or other learning environment; train and provide work direction to assigned personnel; assist instructional assistants in reinforcing instruction to individual or small groups of students; will work with both individuals and small groups of students; train personnel in collecting and maintaining data on student behavior; and perform a variety of clerical duties as assigned.

**REPRESENTATIVE DUTIES:**

1. Lead, model, and participate in a variety of complex applied behavioral and instructional support activities in an assigned classroom or other learning environment.
2. Drive to community settings and a variety of school sites, as required.
3. Practice flexibility in work location and assigned students and classrooms; may have frequent changes in location and duties.
4. Model and implement Applied Behavior Analysis (ABA) strategies to select students one on one and in small groups.
5. Model behavior programming and/or intervention plan for intensive behavioral treatment.
6. Train and provide work direction and guidance to assigned personnel including modeling, and/or shadowing.
7. Assist instructional personnel with the development and presentation of learning materials and instructional exercises; assist with the implementation of lesson plans; assist in the implementation of Individual Education Plans (IEP).
8. Perform a variety of clerical and supportive duties related to classroom activities such as preparing, duplicating, filing and distributing instructional materials; maintain records, progress notes, charts, communication logs,; Operate a variety of classroom and office equipment and technology.
9. Observe and intervene with students in the classroom, lunch areas, library, playground and other learning environments according to approved procedures; report progress regarding student performance and behavior.

10. Collect data; record anecdotal student progress notes; Communicate with teachers and certificated personnel to support students' needs and progress.
11. Redirect student behavior according to established principles and procedures; provides positive behavior interventions.
12. Implement behavioral strategies and program modifications in accordance with assigned students' Behavior Intervention Plans.
13. Provide one-on-one assistance with students exhibiting extreme maladaptive aggressive behaviors (ie., aggression, elopement, property destruction, etc.).
14. When assigned, provide a range of medical and personal care supports, including assistance with toileting, hygiene, and other health-related needs, to ensure students of all ages have full access to the school environment.
15. Assure the health, safety, and dignity of students by following established practices and procedures; Follow student Health Plans as appropriate.
16. Substitute, relieve, or serve as a back-up for absent Instructional Assistant-Behavioral Intervention staff.
17. Oversee students for temporary periods of time inside and outside the classroom, and/or in the community; assist teacher and/or other staff members in supervision of students as required.
18. Attend District provided in-services and special training related to behavior or instructional related topics.
19. Perform job-related duties as assigned or required.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Principles and practices of child guidance especially as they relate to students with severe behavioral and/or emotional needs  
Basic concepts of child growth and development and developmental behavior characteristics, particularly pertaining to pupils with special learning needs  
Principles and practices of applied behavior analysis (ABA)  
Behavior management strategies and interventions  
Routine data collection and record keeping techniques  
Health regulations and safe working methods and procedures

Proper lifting techniques  
Basic subjects including arithmetic, English grammar, spelling and reading, computer operations/data entry, and spreadsheets  
Preferred First Aid/CPR procedures  
Personal hygiene practices

**ABILITY TO:**

Provide one-on-one and small group intensive applied behavior analysis instruction assistance to students with severe behavioral and/or emotional needs  
Perform clerical duties related to classroom activities  
Monitor, observe and report student behavior and progress according to approved policies and procedures  
Demonstrate a calm, positive, patient, receptive and understanding attitude toward students  
Work independently with minimal direction  
Maintain confidentiality  
Learn and apply techniques for ensuring student safety in the event of serious or dangerous behaviors, which may include ProACT principles  
Reinforce instruction with individual or small groups of students as directed by the teacher  
Establish and maintain cooperative and effective working relationships with others  
Communicate effectively both orally and in writing  
Understand and follow oral and written instructions  
Operate a variety of office and classroom equipment including assistive communication devices  
Observe health and safety regulations  
Administer First Aid and CPR  
Guide students toward more acceptable social behaviors  
Work effectively within a team, coordinating with colleagues, stakeholders, and external partners to complete tasks, achieve goals, and resolve issues in a collaborative and efficient manner.  
Demonstrate a commitment to Los Alamitos Unified School District's mission, vision, and priority goals.

**EDUCATION:**

The equivalent of High School Diploma, GED, or Certificate of Completion and an Associate's degree or completion of at least two years (48 semester units or 60 quarter units) at an institution of higher learning is preferred. Specialized training in Applied Behavioral Analysis (ABA) is preferred.

**EXPERIENCE:**

Three years of verifiable experience working with students with severe behavioral and/or emotional disorders including some demonstrated experience implementing Applied Behavioral Analysis (ABA) programs.

**LICENSES AND OTHER REQUIREMENTS:**

A valid First Aid/CPR certificate issued by the American Red Cross or District approved organization is preferred.

**WORKING CONDITIONS:**

School or community environment working with students with severe behavioral and/or emotional disorders. Some assignments may involve late afternoon/evening hours outside the school day including supervision at extracurricular events. May be subject to physical and emotional outbursts by students, including such behaviors as kicking, spitting, scratching and biting; involves standing, walking, sitting, running, kneeling, squatting, crawling, stooping and bending; lift, carry, push or pull up to 50 lbs; assist students on and off a school bus, in a classroom or during outside activities; may also be required to assist students using wheelchairs, walkers or other mobility devices; duties may include activities which involve repetitive use of hands, arms or shoulder and twisting or pressure involving wrists or hands and working with arms above shoulder level; give student direction requiring clear speaking, the ability to hear typical voice conversation, color vision, peripheral vision, depth perception and the ability to adjust focus; exposed to minor contagious illnesses (e.g., colds, flu); duties may include toileting, changing diapers, working with feeding tubes and colostomy bags.

SALARY RANGE: 48

ADOPTED BY PERSONNEL COMMISSION: March 5, 2025

ADOPTED BY BOARD OF EDUCATION: April 8, 2025