

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: INTENSIVE BEHAVIOR INTERVENTIONS ASSISTANT (Range 19)

BASIC FUNCTION

Under the direction of an assigned Special Education Manager, assist a certificated teacher in the supervision and instruction of special education students in a variety of educational settings including other district locations, community and classroom.

DISTINGUISHING CHARACTERISTICS

Implement intensive behavior intervention programs for identified special education students; attend student progress meetings; assist student with and demonstrate proper procedures for physical care of hygienic needs; record-keeping techniques; and maintain student program notebooks.

REPRESENTATIVE DUTIES:

Incumbents drive a personal vehicle to travel to other district locations, including the classroom and community and provide one-to-one Intensive Behavioral Intervention (IBI) services. *E*

Implement Intensive Behavior Interventions (IBI) in a variety of settings for the purpose of providing appropriate care to students and maintaining an orderly educational environment. *E*

Work with student individually and in groups, at various locations, assisting with specific instructional or learning tasks. *E*

Assist in the instruction of state standards-based curriculum and behavior management for students with exceptional needs, especially those identified with autism spectrum disorder and/or social-emotional difficulties. *E*

Implement instruction, lesson plans and behavior plans focusing on academic, self-help, independence and social skills as directed by the teacher or IBI supervisor. *E*

Collect and record data and anecdotal therapy notes for the purpose of preparing reports in accordance with program guidelines. *E*

Confer with instructional personnel and provide input regarding student progress. *E*

Implement Individualized Education Programs (IEP's) provided by certificated teacher. *E*

Facilitate social skills training programs under the direction of the IBI supervisor or classroom teacher. *E*

Assist students in training of personal hygiene, taking care of personal needs and developing basic self-sufficiency including toileting and changing diapers as needed. *E*

Ride bus with student; assist students on and off the bus; push wheelchairs and lift students as needed. *E*

Maintain confidentiality of sensitive and privileged information in accordance with district, state and federal mandates and other specified legal requirements or policies. *E*

Maintain student program notebooks for the purpose of maintaining records. *E*

Assist in open and ongoing communication with families and school district staff. *E*

Supervise students at lunch, on the playground and on field trips. *E*

Apply behavior modification techniques provided by certificated teacher. *E*

Set up work areas and prepare materials for instructional use. *E*

Attend staff meetings, clinics, student progress meetings and team meetings for the purpose of sharing information and/or improving skills and knowledge. *E*

Demonstrate awareness and sensitivity toward students and their individual differences in terms of abilities, cultures and languages. *E*

Other related duties may be assigned.

KNOWLEDGE OF:

Methodologies found to benefit some children including, but not limited to, Discrete Trial Training, Picture Exchange Communication System (PECS), ProAct, Pivotal Response Training (PRT) and Treatment and Education of Autistic and Related Communication Handicapped Children (TEACCH).

Special needs and characteristics of students with autism

Child guidance principles and practices related to children with autism

Record keeping and report preparation techniques

General purposes and goals of public education

Correct English usage, punctuation, spelling, grammar and math

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

First aid and CPR procedures

Health and safety regulations

ABILITY TO:

Learn and use Intensive Behavior Intervention methods

Demonstrate an understanding, patient and receptive attitude toward students

Observe and manage behavior of students according to approved procedures

Monitor and evaluate student progress

Work independently with little direction

Prepare and maintain detailed case records and reports

Prepare lessons and instructional materials for students

Communicate effectively in both oral and written form

Operate various office and instructional equipment, including a computer and assigned software

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent and one year experience working with students in special education and satisfactory completion of a proficiency examination.

LICENSE & OTHER REQUIREMENTS:

A valid California's driver's license and proof of current and appropriate auto insurance coverage. Valid First Aid and CPR (Cardiopulmonary Resuscitation) Certificate required.

Training: Forty (40) hours of Intensive Behavior Intervention training must be successfully completed within the first 3 months of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Specialized classroom environment.

PHYSICAL ABILITIES:

Seeing to monitor students.

Hearing and speaking to communicate with students and instructors.

Lifting heavy equipment and students.

Dexterity of hands, wrists and fingers to manipulate specialized apparatus and to operate audio-visual and educational training equipment.

Bending at the waist, kneeling or crouching.

Standing and walking for extended periods of time.

Pushing or pulling wheelchairs.

HAZARDS:

Exposure to anti-social and abusive behavior.

Exposure to bodily fluids and infectious diseases.