Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: BEHAVIOR SUPPORT ASSISTANT

Classification:	Classified	Work Year:	182 days
Department:	Educational Services	Board Approval:	June 7, 2018
Reports To:	Director of Special Education		
Salary Range:	Classified Salary Schedule, Range 21		

BASIC FUNCTION:
The job of a Behavior Support Assistant is to gather and chart data related to student behavior, model behavior intervention strategies and assist classroom staff and instructional support staff in the implementation of individual student behavior intervention plans (BIPs) under the direction of an assigned supervisor.

This job is distinguished from similar jobs by the following characteristics: experience utilizing specialized instructional techniques such as Applied Behavior Analysis (ABA), Discrete Trials, and Picture Exchange Communication Systems (PECS) is preferred.

REPRESENTATIVE DUTIES:

- Assists teachers and other classroom staff in monitoring individual student behavior for the purpose of increasing knowledge of staff and meeting the needs of students.
- Collects and charts behavioral data for the purpose of assisting in the development and delivery of appropriate behavioral programs.
- Implements Behavior Intervention Plans (BIPS).
- Trains and supports teachers on BIPs.
- Trains Instructional Assistants on various topics.
- Collaborates with Behavior Intervention Specialist, Director of Special Education, Coordinator of Special Programs, Program Specialist, School Psychologists, and other staff for the purpose of designing and implementing BIPs.
- Completes documentation and reports for the purpose of meeting legal requirements.
- Models ABA methodologies for the purpose of demonstrating their use in increasing or decreasing targeted student behaviors.
- Performs student observations and data collection for the purpose of providing initial training and on-going support for site staff.
- Provides on-going training and support for Instructional Assistants for the purpose of increasing knowledge and skill in working with students.
- Provides direct behavior intervention support (e.g. Special Day Classes, general education settings, natural environments, etc.) for the purpose of supporting student need and modeling for staff.
- Assists individual students or small groups of students with assignments.
- Assists teachers with crisis management.
- Traveling within all District school sites.
- Assists multiple school teams with diverse team members.
- Works with constant interruptions.
- Adapts to changing work priorities.
- Participates in school-wide and classroom discipline management programs.
- Models appropriate social interaction with adults and peers.
- Prepares and modifies instructional materials under the supervision of staff.
- Assists staff with crisis management and physical intervention training provided by District.
- Assists with toileting and diapering as needed.
- Assists in maintaining and updating records related to the development and implementation of student BIPs.
- Assists with guidance and supervision of students' classroom activities.
- Assists with students in their arrival and departure from school.
- After training and under supervision, may provide specialized physical health care procedures and assists with toilet training and personal hygiene.

LICENSES AND OTHER REQUIREMENTS:

- First Aid Certificate including CPR.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Responds to emergency situations (e.g. injured students, fights, seizures, etc.) for the purpose of resolving immediate safety concerns.
- Possession of valid California Driver's License.
- Department of Justice fingerprint clearance.
- TB Clearance.

KNOWLEDGE AND ABILITIES:

- Special needs of students who have behavioral, learning, or physical disabilities.
- Basic signing skills desirable in some programs.
- Alternative feeding and suctioning techniques.
- Diaper changing and alternative toileting techniques for all ages.
- General clerical duties including record keeping and filing.
- Knowledge of operating adaptive equipment (e.g. wheelchair, walker).
- Applying assessment instruments and using pertinent software applications.
- ABA strategies within a classroom.
- Positive behavioral intervention strategies
- Instructional procedures and practices.
- Conflict resolution and stages of child development/behavior.
- Develop and maintain professional rapport with teachers and other staff.
- Demonstrate sensitivity to needs of students, staff, and parents.
- Maintain confidentiality of information regarding students.
- Supervise students.
- Follow instructions and independently make decisions within the framework of established guidelines.
- Operate standard office equipment.
- Respond quickly in emergency situations.
- Recognize changes in student behavior and appearance.
- Communicate effectively in both oral and written form.
- Establish and maintain effective work relationships with District staff.
- Adapt and modify strategies.
- Apply newly learned skills.

WORKING CONDITIONS:

ENVIRONMENT:

- Normally located in a work environment with moderate physical qualifications and requirements.

PHYSICAL ABILITIES:

- Sufficient vision to read printed material.
- Sufficient hearing to conduct in person and telephone conversations.
- Understandable voice with sufficient volume and clarity to be hear in normal conversations.
- Sufficient dexterity to write, use telephone, office and media equipment.
- Sufficient mobility to move about the district and drive a car.
- Regularly performs heavy physical labor requiring ability to lift, carry, push, pull and move items.
- Sufficient strength to lift 50 lbs. or carry object weighing over 25 lbs.
- Physical, mental, and emotional stamina to endure workload under stressful conditions.