

BEHAVIOR INTERVENTION AIDE/SPECIAL EDUCATION**DEFINITION**

Under general supervision of a site administrator, performs a variety of activities in support of instructional program to an individual or small groups of students who are moderate to severely disabled as described in the Individualized Education Plan (IEP); assists in implementing behavior support plans; assist students in developing various self-help, social and community skills; assists students with essential life functions.

DISTINGUISHING CHARACTERISTICS

Assist in implementing individualized instructional program (such as discrete trial training, social skills development, behavior plan) according to the established IEP; prepare and/or assist in the preparation, adaptation or modification of instructional materials necessary for implementing the IEP; assure the health and safety of students by following health and safety practices and procedures; assist in maintaining an orderly classroom environment; implement and model alternative communication intervention strategies; assist with social skill development techniques; prepare students for and assist students in mainstreamed classes according to established procedures; provide support for students who are fully included in regular education classes; attend trainings and workshops designed to increase knowledge base; participate in staff development programs as directed. Gather, compile and prepare data for reports; keep anecdotal records and daily logs as requested.

Perform related duties as assigned.

OCCUPATIONAL GROUP

CLASSIFIED (INSTRUCTIONAL)

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Observes and records behavior patterns and develops appropriate techniques to reinforce acceptable behavior; assists students individually or in small groups to reinforce and follow-up learning activities. **(E)**
2. Assists in training for personal hygiene, taking care of personal needs (toileting, face and hand washing, manipulation of clothing, feeding), and developing basic self-sufficiency. **(E)**
3. Assists in recording student progress in the attainment of individualized goals and confers with teachers to identify learning needs and evaluate progress of students. **(E)**

4. Assists in developing and preparing instructional materials such as teaching aids, charts, and bulletin boards; performs a variety of regular clerical duties, such as filing, typing, or duplicating materials; maintains student records, attendance and files; operates a variety of instructional media, computers, office machines and equipment. (E)
5. Participates in District-provided on-going training. (E)

(E) = Essential Functions

MINIMUM REQUIREMENTS

Knowledge of:

- General concepts of child growth and development and child behavior characteristics.
- Techniques used in behavior management, motivating, and assisting students.
- English usage, punctuation, spelling, grammar, and math.
- Simple recordkeeping and filing.

Ability to:

- Pass the District physical examination.
- Learn and apply the methods and procedures to be followed in instructional care situations involving students with special needs.
- Maintain confidentiality of pupil records and school reports.
- Ability to lift 50 pounds.
- Perform simple clerical tasks and operate standard office machines.
- Ability to appropriately conduct Crisis Prevention Intervention (CPI).

EXPERIENCE

Any combination of experience and training and/or education equivalent to one year of experience in behavior support and instructional methodologies.

EDUCATION

Equivalent to completion of the twelfth grade. May substitute successful completion of 30 semester units of college coursework in child development, education, psychology, or a related field for the required experience. Cardiopulmonary Resuscitation (CPR) and CPI training is desirable.

WORKING CONDITIONS

- Indoor and outside, District-wide environment.

PHYSICAL ABILITIES

- Bending at the waist and reaching to retrieve items.

- Carrying, pushing, or pulling equipment to load and unload up to 50 lbs., (e.g. lifting of students and equipment to implement toileting procedures or movement of students to/from wheelchair, stander, walker.)
- May be directly involved in diapering and toileting of students. It may also involve the provisions of specialized health care services such as providing specialized medical care (i.e. tube feeding, cauterization, and glucose monitoring) under direct/indirect supervision/training of the school nurse.
- Dexterity of hands and fingers to operate job-related equipment.
- Pushing and pulling.
- Reaching overhead, above the shoulders, and horizontally to retrieve and shelve supplies, and to lift and carry objects.
- Sitting for extended periods of time.
- Visual ability to perform job-related duties and ensure proper use of equipment and materials.
- Ability to appropriately conduct CPI.

REQUIREMENT:

Must possess current CPR and CPI certification while employed in the position.

FUNDING:

Continuity of this position is contingent upon continued availability of funding.

Board approved: September 5, 2013