

BEHAVIOR INTERVENTION RECORDS ASSISTANT**DEFINITION**

Under general supervision of the Director of Special Education or designee, performs detailed and responsible record-keeping duties for student behavioral health information; maintains and updates student records, and records and inputs student data; and performs related duties as assigned. Performs a variety of clerical work at a school site or District office site.

DISTINGUISHING CHARACTERISTICS

Positions in this class are characterized by the responsibility to perform duties pertaining to the preparation, maintenance and updating of student behavioral health records and other related student records. Individual must be knowledgeable of Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability (HIPAA) regulations so that all files meet those requirements.

OCCUPATIONAL GROUP

CLASSIFIED (CLERICAL)

EXAMPLES OF DUTIES

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

1. Compares, checks, and prepares, records, forms, and other documents; inputs, maintains, reviews and updates student referrals. For assessment and behavioral health records, triage, assessment and sessions; verifies student information; files student records, files and folders, assists staff in finding records according to FERPA and HIPAA compliance requirements. **(E)**
2. Enters student profile data, updates student information; maintains and updates program and behavioral health records. Processes all paperwork for new behavior health cases. **(E)**
3. Performs a wide variety of clerical work to include general typing from rough draft or oral instructions, record keeping, or student service functions at a school or in a district office. **(E)**
4. Schedules appointments, arranges meetings, answers, screens and refers telephone calls; takes telephone messages and sends messages to staff; greets and directs visitors; assists students or parents in person and/or by telephone; responds to parent, student and staff questions; provides general program information. Attends meetings and records notes as needed. **(E)**
5. Composes and/or types, work requests, utilizing current district practices and technologies. Prints and distributes correspondence, memoranda, forms, list, reports and other documents and brief oral instructions. **(E)**

6. Conducts transactions with school personnel or the public in matters requiring a knowledge of rules, procedures, policies, and activities within a limited field. Receives inquiries by telephone, email or electronic means, or in person. **(E)**
7. Compiles, calculates and enters behavioral health data and information into applicable databases or spreadsheets, compares information with other pertinent sources to ensure accuracy and completeness prior to data entry. **(E)**
8. Performs updates, maintains and distributes specialized reports, lists, and records and other documentation related to behavioral health; maintains current and updated files to ensure compliance. **(E)**
9. Maintains tables and database structures; uses query tools to develop and generate reports. **(E)**
10. Gather and consolidate information, monitor input, and review for input errors or issues. Format evaluation material. **(E)**
11. Assist staff with the implementation of cultural competency, HIPAA, FERPA, and County Department of Behavioral Health compliance requirements. **(E)**
12. Maintains key inventory
13. Performs other related duties as assigned.

(E) = Essential Functions

MINIMUM REQUIREMENTS

Knowledge of:

- Filing systems, telephone techniques, letter and report writing.
- HIPAA compliant office, administrative and management practices and procedures, including confidential filing and record keeping practices and procedures.
- Principles and practices of sound business communication; correct English usage, including spelling, grammar, and punctuation.
- District organization, functions, rules policies and procedures applicable to assigned areas of responsibility.
- Computer hardware and uses of business software, including word processing, spreadsheet, database and other applications.
- Research techniques, methods and procedures; knowledge about a variety of data base systems; and knowledge of student information systems.

Ability to:

- Perform clerical duties with minimal supervision;
- Understand and carry out oral and written directions;
- Organize and maintain highly detailed, records, resource files, and confidential student records and files;
- Operate a computer terminal and computer using word processing, spreadsheet, database and other business software;

- Operate other standard office equipment;
- Organize, set priorities and exercise sound independent judgment within areas of responsibility;
- Interpret, apply, explain and reach sound decisions in accordance with district policies and procedures;
- Communicate clearly and effectively orally and in writing with staff and public.
- Understand and follow written and oral instructions.
- Prepare clear, accurate and concise records and reports.
- Maintain very sensitive and confidential information.
- Use tact, discretion and diplomacy in dealing with sensitive situations.
- Establish and maintain effective working relationships with district administration, faculty, staff, parents, students, the public and others encountered in the course of work.
- Principles and methods of collecting, organizing and presenting data, primarily as it relates to the behavioral health information.

EXPERIENCE

Minimum of two years of recent clerical experience which evidences knowledge and ability to perform the task included in the above example.

EDUCATION

Graduation from high school or equivalent.

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.
- Dexterity of hands and fingers to operate job-related equipment.
- Pushing and pulling.
- Reaching overhead, above the shoulders, and horizontally to retrieve and shelf 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 lift up to 50 pounds.

FUNDING:

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

Board approved: September 5, 2013

Revised: June 15, 2017