

UNION SCHOOL DISTRICT

CLASS TITLE:

INSTRUCTIONAL ASSISTANT – SPECIAL EDUCATION & STUDENT SERVICES – APPLIED BEHAVIOR ANALYSIS (ABA)

BASIC FUNCTION:

Under the supervision of a Board Certified Behavior Analyst (BCBA) or designee and the general direction of qualified teachers and/or school nurses, assist in providing behavior intervention services, specialized academic instruction and support for students in a variety of school environments.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assists teachers, BCBA and other professional personnel with instructional and behavioral management activities in Special Education or General Education environments.

Work with students with physical, emotional, and/or learning disabilities.

Implement behavior intervention plans and collect data relating to behavior.

Observe, model and support classroom staff in implementing behavior plans, collecting data and responding to challenging behavior.

Work directly with students on behavioral goals.

With supervisor support, develop materials to support students (such as social stories, reward/incentive charts, icons, break cards, desktop reminders, etc.)

Engages in physical and sometimes strenuous activities with students such as running, lifting, weight shifting and positioning of students. May be required to use physical management in crisis situations.

Provides a variety of clerical and supportive tasks; maintains confidential student records and files and, upon request, attends meetings and parent conferences related to behavior and/or student-related concerns.

Attends to the personal care needs of some students with physical limitations; implements health care and physical care procedures such as toileting, washing, and feeding. This may also include assistance with educational aids such as keyboard, tape recorder, visual and hearing amplification aids, braces, crutches, and wheelchairs.

Attends training regarding the physical care, health care, daily living assistance, behavior management, and crisis intervention, as appropriate.

Assists student in developing skills, which lead him/her to join the mainstream educational environment and to help student to work independently.

May be required to meet students at bus before school and escort them to bus after school.

Assure the health and safety of students by following health and safety practices and procedures; maintain classroom and other assigned areas in a safe, orderly and clean manner.

Attend and participate in various meetings and in-services as assigned.

Attend mandatory trainings as required by your position.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices related to children with special education needs;
Problems and concerns of students with special education needs;
Safe practices in classroom and outdoor activities;
Basic subjects taught in District schools, including mathematics, grammar, spelling, language and reading;
Basic instructional methods and techniques;
Correct English usage, grammar, spelling, punctuation and vocabulary;
Classroom procedures and appropriate student conduct;
Standard office and classroom equipment including a computer and assigned software;
Oral and written communication skills in English;
Interpersonal skills using tact, patience and courtesy; and Record-keeping and filing techniques.

ABILITY TO:

Assist with instruction and related activities in a classroom environment;
Reinforce instruction to individual or small groups of special education students as directed by the teacher;
Assist in the preparation of instructional materials and implementation of instructional activities;
Establish and maintain cooperative and effective working relationships with others;
Communicate effectively both orally and in writing in English;
Monitor, observe and report student behavior and progress to the teacher according to approved policies and procedures;
Understand and relate to children with special needs;
Demonstrate an understanding, patient and receptive attitude toward special education students;
Observe health and safety regulations;
Maintain records and files;
Understand and follow oral and written instructions in English;
Operate standard office and classroom equipment including a computer and assigned software;
Model appropriate behavior around and interact appropriately with preschool and school age children;
and Maintain regular attendance.

EDUCATION AND EXPERIENCE:

Complete at least 2 years of study at an institution of higher education (college level)

OR

Obtained an associate's (or higher) degree

OR

Met (pass) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics reading, writing, and mathematics readiness.

Additional coursework in child psychology, child growth and development preferred.

Willingness to become a Registered Behavior Technician through the availability of Behavior Analyst Certification Board (BACB) required supervision from a District employed BCBA or BCaBA.

Prior experience with students or persons with disabilities preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Motor Vehicle Operator's License may be required.

First Aide and/or CPR (may be required; training will be provided).

Specialized training related to the disability of the student/s (may be required; training will be provided).

Specialized training related to the behavior management (may be required; training will be provided).

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.