



## INSTRUCTIONAL ASSISTANT - BEHAVIORAL MANAGEMENT

### **DEFINITION:**

Under supervision, assist teaching staff with the individualized instruction of the students, record keeping and student supervision in daily classroom activities. Assist teachers with daily instructional and non-instructional activities and perform the prescribed behavior management program. Provide immediate response to problematic student behavior. Provide initial response to implement the student's Behavior Intervention Plan and to make direct intervention with the student when necessary. Assist the school in dealing with students who present serious problem behaviors. Responsible for monitoring the student's progress as well as instructing the student in appropriate social skills which will assist in productive, positive behavior intervention.

### **EXAMPLES OF DUTIES:**

- Participates in the development, implementation and evaluation of behavior management plans for students to maintain classroom discipline; E
- Assists school staff in the implementation of intervention strategies to follow specified behavior management plans; E
- Assists school staff in the implementation of instructional strategies to instruct students; E
- Communicates with students, school staff and agency personnel to share information pertaining to instructional strategies and behavior interventions; E
- Maintains appropriate records to preserve the history of behavior strategies; E
- Attends classes, workshops, meetings and in-service training as required to maintain and update skills and knowledge; E
- Makes direct intervention with students when necessary; E
- Records student progress, daily notes, logbook and emergency behavior reports; E
- Assists in the maintenance of IEP/504 process and procedure; E
- Performs other related duties as assigned.

### **PERSONAL CHARACTERISTICS:**

Should possess the personal characteristics generally recognized as essential for good public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment, and ability to work cooperatively with others.

### **QUALIFICATIONS:**

#### **Knowledge of:**

- Behavior intervention strategies;
- Developmental, emotional, and behavioral disabilities;
- Non-violent, verbal and physical intervention techniques;
- Proper English grammar, punctuation and sentence structure;

#### **Ability to:**

- Read notes, memos, and reports of a moderately complex nature;
- Effectively interact with students, teachers, staff and the public;
- Determine steps in a process;
- Structure time effectively;
- Assist with maintenance of student files and the retrieval of pertinent information;
- Recognize and follow procedures when disruptive, abusive, or dangerous behavior occurs;
- Understand and address the needs of students with special needs;

- Understand and carry out oral and written instructions;
- Maintain confidentiality of student records and communications;
- Meet schedules and deadlines;
- Read, interpret, and apply rules, regulations, and policies;
- Rapidly learn from training methods, techniques, and materials to be used in instruction and in behavioral interventions with students;

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- CPI (Non-violent Crisis Intervention) or PART 2000 training or equivalent
- Must be able to maintain composure in volatile or difficult situations
- Must possess flexibility and tolerance to work with students of varying ages in a variety of instructional situations.
- Must possess a high degree of tolerance and patience to work with problematic students or special needs, demonstrating understanding of student's problems.
- Must be articulate enough to make personal telephone contacts with a variety of people for meetings, appointments, etc.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.

**EXPERIENCE:**

One (1) year of experience working with “at-risk” students in an educational or social services setting is desired.

**EDUCATION:**

- High school diploma; AA degree or equivalent; and must have a valid California Driver’s License. Department of Justice and FBI Fingerprint Response required.
- Willingness to obtain additional training in areas related to job function, knowledge and/or abilities;
- Training will be provided to staff in the following areas:
  - Behavior intervention strategies;
  - Developmental, emotional, and behavioral disabilities;
  - Non-violent verbal and physical intervention strategies;

**WORKING CONDITIONS:**

**Environment:** Classroom environment. Some outdoor environment.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands and fingers to handle or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl. The employee is frequently required to bend at the neck more than the average person. The employee must occasionally lift 40 pounds and/or push/pull up to 100 pounds. The specific vision abilities required by the job includes close vision, distance vision, and good depth perception and the ability to read written or typed information. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment. The actual physical requirements will vary dependent upon the age(s) of the student(s) to which the instructional assistant is assigned. Physical requirements are reported as the maximum that might be anticipated during any given work day.

**LENGTH OF SERVICE:**

10 month position

**HOURS:**

**SALARY:**

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*