

Job Description

Behavioral Support Assistant

JOB TITLE: Behavioral Support Assistant

REPORTS TO: District Student Support Services Coordinator

SALARY: Based on State and Local Salary Schedules

STATUS: Permanent, 100%, 10 months, Classified, Nonexempt

SUMMARY:

The Behavioral Support Assistants provide interventions and strategies to students that are experiencing chronic and acute behavioral/emotional needs in order to improve the students' overall behavioral functioning and provide an alternative to suspension. The Behavioral Support Assistants also collaborate with school personnel regarding the implementation of various behavioral strategies and interventions.

RESPONSIBILITIES & DUTIES:

1. Work collaboratively with the student and school team to improve the student's overall behavioral functioning and provide an alternative to suspension.
2. Conduct student observations in order to identify triggers and assist Individualized Educational Plan (IEP)/school team with developing positive behavioral strategies and interventions.
3. Provide behavioral interventions to assigned student while assisting the teacher(s) with implementation of various strategies and interventions.
4. Maintain written documentation by recording information on a battery of forms designed to highlight positive and negative student behaviors.
5. Submit required documentation weekly to supervisor for record keeping, review and feedback.
6. Consult with Student Support Services Coordinator regarding service delivery to at-risk students.
7. Implement and model effective classroom management techniques for teacher(s), school staff, and school team.
8. Provide classroom management or other specialized behavioral management trainings to individual groups or school teams as directed by Student Support Services Coordinator.
9. Assist IEP/school team with developing behavioral contracts and/or plans with appropriate rewards and consequences.
10. Facilitate trigger/exit meetings to provide the school team with information regarding student observations and suggested behavioral interventions and strategies.
11. Attend IEP/school team meetings to provide relevant information on how best to address the student's behavioral needs.
12. Attend monthly staff meetings and participate in the professional development trainings provided to the Behavior Support Team.
13. Maintain CPI (Nonviolent Crisis Intervention)/NCI (North Carolina Intervention) certification as required.
14. Check email at least twice a day for department updates and other important notices.
15. Review the BSA weekly assignment and govern accordingly.
16. Maintain required documentation for Validation Visit (state audit) by DPI each year.

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17. Participate in community collaborative meetings i.e., attend the Dept. of Juvenile Justice and Delinquency Prevention (DJJDP) Court Planning Review sessions in order to link at-risk students with school resources.
18. Attend professional development trainings as required.
19. Perform other duties as deemed necessary by supervisor.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

High school graduate. Bachelor Degree in a related field such as Early Childhood preferred. Must have a valid North Carolina driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Communicates effectively both orally and in writing (grammar, spelling, etc.).
2. Knowledgeable about child development and positive behavioral supports and interventions.
3. Instructs and assists the school team in the development of positive behavioral strategies and interventions.
4. Skill set to de-escalate a crisis situation and assist school staff with providing an appropriate response to the student's need.
5. Collaborative skills in order to work with families, school personnel, department administrators, and community partners to meet the needs of students.
6. Team player, in a team environment.
7. Performs at a high level with diverse groups of people.
8. Possesses strong organizational, problem-solving and conflict resolution skills.
9. Prioritizes and manages multiple tasks in a fast-paced environment.
10. Maintains a calm and professional demeanor in an environment with shifting proprieties.
11. Works independently and efficiently, including the ability to research and gather information from varied sources.
12. Working knowledge and proficient level of experience with Microsoft Office programs such as Word, Excel and PowerPoint.

RESOURCE REQUIREMENTS:

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| <input checked="" type="checkbox"/> Laptop | <input type="checkbox"/> Desktop computer (may be docking station with laptop) |
| <input checked="" type="checkbox"/> e-mail address | <input checked="" type="checkbox"/> Outlook <input checked="" type="checkbox"/> VPN |
| <input checked="" type="checkbox"/> Cellphone | <input type="checkbox"/> Pager <input type="checkbox"/> Two-way radio |
| <input type="checkbox"/> iPad | |
| <input type="checkbox"/> Office phone | <input type="checkbox"/> 10 digit telephone number <input type="checkbox"/> 5 digit extension |
| <input checked="" type="checkbox"/> Printer | |
| <input checked="" type="checkbox"/> Fax | |
| <input type="checkbox"/> District vehicle | |

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| <input checked="" type="checkbox"/> Software (Microsoft Office, Adobe) | |
| <input type="checkbox"/> AS400 | |
| <input checked="" type="checkbox"/> SharePoint | <input type="checkbox"/> Audio recording device |
| <input checked="" type="checkbox"/> Web site access | |
| <input checked="" type="checkbox"/> Building access key/code (for necessary building access during non-traditional hours) | |

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OPTIONAL: Wi-Fi hotspot to access VPN while away from their workstation (the person may already his/her own access)

PHYSICAL REQUIREMENTS:

Must be able to exert a negligible amount of force to move objects, maneuver around small spaces, run and climb stairs. May be required to physically restrain or assist with the physical restraint of a student that is in imminent risk of harming him/herself or others. Note: Physical restraint of any student is only used as a last resort.

DISCLAIMER:

The following statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

(The employee should sign that he/she has read and understands the job description at the hiring conference or with hiring manager on first day of work.)

Signature

Date

Revised December 2017