

Franklin Township Community School Corporation



Job Description

JOB TITLE: Instructional Assistant -Tier 2 Behavior Interventionist
NWS POSITION #: Multiple
REPORTS TO: District Behavior Specialist
SUPERVISES: Not Applicable
EMPLOYMENT &
FLSA STATUS: Classified/Non-Exempt/Hourly/Less than 12 month/8 hrs per day

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

A Behavior Intervention Instructional Assistant is an individual who assists licensed teachers in helping ensure that every student is prepared for life's possibilities. The individual must have a passion for working with students who have learning and behavioral needs. The individual must be willing to take directives from a supervising teacher and/or building administrator. The individual will be asked to engage in a wide variety of events during the day-to-day workings of the school, ranging from, but not limited to, implementing individualized plans for students, escorting students from one location in the building to another, and providing remediation in specific content areas and assisting with both academic and social skills. Under the direction of the District Behavior Specialist, the individual will be responsible for the overall management of the Positive Behavioral Interventions and Supports program including providing training and technical assistance to school teams and behavioral intervention support to staff and students. The individual may be asked to help take data for Functional Behavior Assessments and general behavioral support.

ESSENTIAL FUNCTIONS:

- Work with the District Behavior Specialist to implement plans and build capacity in the home school for specific students with behavioral needs.
- Facilitate sustainability and expansion of PBIS/MTSS practices
- Provide and/or facilitate quality training at all three tiers of PBIS/MTSS: universal, secondary and tertiary. (training will be provided)
- Train and provide ongoing technical and data analysis support to staff who use school-wide data collection system
- With the Behavior Specialist create and implement Tier 2 and 3 Behavior Plans across multiple schools
- Follow lesson plans provided by the teacher to re-teach a concept or lesson to a student and/or group of students.
- Follow each assigned student's individualized plan according to the training provided by the teacher.
- Ability to actively engage students in lessons and discussions.
- Provide small group or individualized behavioral and/or academic support to students as needed.
- Monitor and collect individualized data on student-specific needs (behavioral, academic, social, etc.).

May 29, 2025

- Prepare demonstrations, copy papers or provide visual aids as requested by the teacher.
- Ensure that students have access to the appropriate resources.
- Check students backpacks as they arrive or leave to ensure assignments are turned in or they have the appropriate materials to complete an assignment.
- Maintain student confidentiality for all students enrolled in the school.
- Provide support / ongoing communication with teachers according to the schedule provided.
- Assist students as needed with Activities of Daily Living (ADL). These activities may include but are not limited to dressing, transferring to/from chair, toileting (including diaper changes, catheterization and use of a toilet), and eating (both mechanical and enteric). Other activities could include but are not limited to suctioning, medication administration and ambulation.
- Perform other duties as assigned that support the overall objective of the position.

EMPLOYMENT STANDARDS KNOWLEDGE OF:

- Work with individual students or a small group of students to reinforce learning of material or skills initially introduced by the teacher.
- Assists the teacher in devising special strategies for reinforcing material or skills based on their perceived understanding of individual students, their needs and abilities.
- Help students' master equipment or instructional materials assigned by the teacher.
- Working knowledge of the core subjects taught (math, spelling, language and reading) with sufficient competency to assist students with individual or group studies.
- Be receptive to guidance on job responsibilities.
- Work in a positive and calming manner with students.
- Work in a professional manner with all staff and students.
- Be on time to work and to all assigned duties.
- Alert teacher or administrator to any problem or special information about individual students.
- Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of all individuals working with FTCSC students.
- Participate in in-service training programs as assigned.

SKILLS TO:

- Understand and follow both oral and written directions.
- Demonstrated leadership and project organizational skills (planning, implementing, evaluation).
- Ability to work collaboratively with various groups and gain consensus related to project implementation and other problem solving.
- Communicate effectively in both oral and written forms.
- Operate standard office equipment.
- Efficiently operate a telephone system
- Maintain routine records and files.
- Establish and maintain effective work relationships with those contacted in the performance of required position.

EXPERIENCE:

2+ years of School Related Experience preferred. Knowledge of research related to positive behavioral interventions and supports at all three tiers: universal, secondary and tertiary. The ability to meet the physical demands of stooping, kneeling, sitting in low/small chairs and bending over to assist a student. The stamina to maintain an appropriate energy level to sustain the full instructional

May 29, 2025

day. Good teamwork, communication and organizational skills. Sufficient patience and commitment to ensure academic success for all students.

PHYSICAL REQUIREMENTS:

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|----------------------------|---------------------------------|
| 1. Seldom = Less than 25 % | 2. Occasional = 26 to 50 % |
| 3. Often = 51 to 75 % | 4. Very Frequent = 76 % & above |
- Ability to stand for extended periods of time. (3)
 - Ability to lift 25 lbs. (2)
 - Ability to carry 25 lbs.(2)
 - Ability to work at a desk, conference table or in meetings of various configurations. (4)
 - Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter. (4)
 - Ability to hear and understand speech at normal levels. (4)
 - Ability to communicate so others will be able to clearly understand a normal conversation. (4)
 - Ability to operate office equipment. (4)
 - Ability to reach in all directions. (4)

REASONABLE ACCOMMODATION:

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.

TERMS OF EMPLOYMENT:

180 days per year

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluations of Professional Personnel.

Approved by: _____ Date_____

Reviewed and agreed to by: _____ Date_____

May 29, 2025