



# Greater Albany Public Schools

## Behavior Resource Assistant

**Salary Level:** See current CBA

**Reports to:** Building Principal

**Work Calendar:** 179 days (elementary) 181 days (secondary)

**Classification:** Classified

**Location:** Varies

**Shift:** Varies

**Position Overview:** Provides behavior support for students and promotes positive behaviors. May work in a focus room setting, or work primarily with specific students with heightened behavior issues. Which include students who are verbally abusive; students who present a risk of physical harm to themselves or others; or students who have outbursts that involve throwing objects or damaging property. This position differs from Structured Support-SEA in that this employee is not working in a self-contained special education class setting, but rather with the general population.

### **Responsibilities:**

- Knowledge of how to develop individual behavior plans, including observations.
- Supports individual students in developing strategies and skills, including conflict resolution, responsibility, and problem solving.
- Consults with, and assists, the school staff and parents in developing student behavioral expectations.
- Acts as a staff resource for students with discipline issues.
- Works with identified students for the purpose of modifying behaviors using consistent and positive intervention strategies.
- Monitors and provides supervision for students assigned to detention/suspension.
- Assists in developing programs and/or activities to promote positive student behavior as well as intervention strategies.
- Assesses, monitors, and provides feedback to students and parents on their academic and/or behavioral progress as necessary.
- Works in collaboration with other building staff, collecting and reviewing data related to school and individual positive behavior goals.
- Takes precautions to provide for the health and safety of all students.
- Takes precautions to secure and protect District material, equipment, and facilities.
- Work as a team member and contribute in a positive manner to the relationships within the school community.
- Ability to follow school rules and policies.
- Ability to honor professional ethics and confidentiality.
- Willing to receive additional training as needed.
- Visually monitor the school environment to maintain safety for all.
- Punctual reliable attendance.

### **Additional Responsibilities:**

- Other duties as assigned.

### **Minimum Requirements:**

- Successfully experience in implementing and supporting a behavior management program in a school or school district setting.
- Knowledge of child growth and development at assigned school level.
- High School Diploma, GED, or an equivalent combination of education, skills, and experience.

**Desired Qualifications:**

- Bilingual preferred.

**Workplace Expectations:** The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules. The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved. The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

**Physical Demands:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. This job requires the following physical demands: some lifting of file boxes weighing up to 20 pounds, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. All Classified/Coaching personnel are employed on a probationary basis contingent on completion of a criminal history verification based on fingerprints.

**Job Safety:**

- Employees are required to follow the safety and health rules that apply to their job.
- Employees are to wear any personal protective equipment (PPE) that their job requires.
- Report any safety or health hazards to your supervisor or your safety committee.
- Immediately report any workplace injury or illness to your supervisor or a safety committee.
- Keep safety devices and warning signs in place, and use appropriate safeguards and equipment when you are exposed to hazards.
- Cooperate with Oregon OSHA inspectors if they visit your workplace.

**Anti-Discrimination Policy and Commitment to Diversity:**

We believe that diversity is a strength, and we are committed to maintaining an inclusive, multicultural network. We are an equal-opportunity employer and welcome all qualified applicants.

Research shows that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of our qualifications as described.

**CANDIDATE STATEMENT:** "I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions, and if I am offered employment, I will inform the District prior to actually beginning work."

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Candidate Signature

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Date