



**Job Title:** Instructional Assistant - Behavior Management

**Position Code:** Classified

**Job Classification:** Exempt

**Supervisor:** Assigned Administrator

**Pay Grade:** 7D/8A

**Contract:** 190 Days

## Position Overview

The Behavior Management Assistant promotes the safety, well being, and educational success of students by implementing behavior management programs and working as a team member to increase social, behavioral and academic skills needed for success.

## Essential Job Functions

- Acts as an advocate for students by providing one on one/group therapeutic processing sessions, assessment of student's needs, individual behavior planning, personal goal setting, weekly follow-ups with students and other school based supports as needed.
- Develops short-term and long-term goals that support the philosophy and policies of the Superintendent.
- Observes, documents and maintains data regarding student behavior, attendance, and academic progress; evaluates student information and makes recommendations as needed.
- Establishes rapport and working relationships with students, staff, parents, and other community agencies in an effort to promote the best possible outcome for the student in the shortest possible time frame.
- Serves as a liaison between the student, parents, LCSD non-traditional program/school, traditional LCSD schools, community agencies and other educational programs; assists students, parents, staff and community agencies in understanding LCSD policies, procedures and guidelines.
- Implements behavior management programs, enabling students to acquire social and interpersonal behaviors that will enhance their academic success; assists teachers and administrators to develop current behavior management strategies.
- Assists with the day-to-day discipline, discusses student concerns with appropriate school staff and community agencies, assists with coordinating activities for parents and responds to requests for assistance and information.
- Provides close supervision to students who have committed LCSD code of conduct violations or law violations and have been assigned to an alternative setting.
- Provides immediate practical assistance to students in an effort to increase necessary social, behavioral, and academic skills needed to be successful in the home school setting.



- Implements social skills/character education curriculum; provides individual and group instruction to students regarding appropriate social skills and behaviors; proactively monitors behavior by observing and interacting with students.
- Maintains accurate log of student progress, relative behavior and social skills development.
- Responds to crisis and routine calls for assistance from staff and/or students; diffuses and de-escalates potentially volatile situations.
- Addresses the needs of EC students appropriately and in accordance with Individual Education Plans (IEPs).
- Attends and/or participates in all staff meetings, team meetings, and pertinent in-service sessions.
- Performs related duties as assigned.

### **Required Skills/Abilities:**

- Knowledge of crisis intervention techniques and behavior management principles.
- Ability to develop and implement effective individual and group behavior management plans.
- Ability to collect and summarize data to document student progress by observing and charting behaviors and measuring the duration and frequency of inappropriate behavior.
- Ability to provide support to faculty in managing students sometimes necessitating controlling aggressive behavior.
- Ability to establish and maintain cooperative working relationships.
- Effective de-escalation skills.
- Ability to use computer programs such as Email, Access, Excel, and Word.
- Ability to maintain confidentiality.
- Ability to work with adolescents and families.
- Ability to effectively explain the school system's disciplinary policies and procedures.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of current goals.

### **Education and Experience:**

- High School diploma or GED required
- Title 1 - Highly Qualified Instructional Assistant requirements:
  - At least two years of study (60 semester hours) at an accredited institution or higher education; **or**
  - Associates degree or higher; **or**
  - An approved state or local academic assessment that measures the paraprofessional's knowledge of and ability to assist in instruction at the



appropriate level. Paraprofessionals may meet the assessment requirement by passing the ParaPro Assessment.

**Working Conditions:**

Requires the ability to communicate effectively using speech, vision and hearing and the dexterity of hands and fingers to operate standard office equipment. The work often requires bending, squatting, reaching, with the ability to lift, carry, push or pull light as needed. Will regularly require sufficient physical strength and ability to exert physical effort as needed for behavior intervention.

**Environmental Conditions:**

- Indoor office and school environment
- Temperature - normal climate

**Americans with Disabilities Act Compliance:**

The Lancaster County School District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender, ethnicity, national origin, place of birth, age, ancestry, disability, pregnancy and childbirth, familial or marital status, gender identity or expression, sexual orientation or any other basis prohibited by law.

ADA: The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

**Disclaimer**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.