

<b>TITLE:</b>	<b>Instructional Aide - Behavior</b>	<b>STATUS:</b>	<b>Non-Exempt/At-Will</b>
<b>REPORTS TO:</b>	<b>Director of Special Programs</b>	<b>TERMS:</b>	<b>179 Days</b>
<b>DEPARTMENT:</b>	<b>Instruction</b>	<b>PAY GRADE:</b>	<b>PT4</b>

**PRIMARY PURPOSE:**

To mentor and provide direct and indirect support to general education students who are exhibiting behavioral challenges as part of the district MTSS framework.

**QUALIFICATIONS:**

**Education/Certification:**

High School Diploma  
Registered Behavior Technician (RBT) certification preferred but not required  
Valid Educational Aide Certificate issued by the State Board of Educator Certification  
Must meet all highly qualified "Every Student Succeeds Act" (ESSA) requirements

**Special Knowledge/Skills:**

Ability to work with children exhibiting behavioral challenges  
Ability to collaborate with campus staff regarding effective behavior management strategies Ability to communicate effectively  
Possess organizational skills  
Comfortable working with technology  
Ability to work independently and use time wisely  
Ability to work across multiple school settings  
Willingness to acquire and apply new skills as provided through district training

**Experience:**

Experience working with individuals exhibiting behavioral challenges preferred  
Prior experience working directly with children in a school, hospital, or childcare setting preferred  
Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

**WORKING CONDITIONS:**

**Mental Demands/ Physical Demands/Environmental Factors:**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must maintain emotional and physical control under stress, and apply CPI techniques in an appropriate and effective manner. Biological exposure to bacteria and communicable diseases. Frequent district-wide travel is also required. The employee must regularly lift and/or move up to 20 pounds and occasionally up to 35 pounds.

**ESSENTIAL FUNCTIONS:**

1. Mentor students with emotional and behavioral challenges to make good decisions and model good behavior.
2. Assist campuses when students are exhibiting challenging behaviors.
3. Teach behavioral and/or social skills to students exhibiting challenging behaviors.
4. Assist with data collection methods including maintaining continuous behavior data collection and progress monitoring data.
5. Collaborate with teachers and staff members regarding behavioral interventions.
6. Utilize the Crisis Prevention Intervention (CPI) model to de-escalate behavior when students are in distress.
7. Attend required training for the position.
8. Participate in Tier 3 Team meetings for specific students.
9. Remove the student from the classroom when necessary, and return with the student after de-escalation, corrective teaching, and mentoring has occurred.
10. Provide classroom support as needed when the student transitions from disciplinary action placement back to the home campus classroom.
11. Other duties as assigned.

---

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or nonrenewal, as applicable.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

---

Signature

---

Printed Name

---

Date