Santa Maria-Bonita School District
INSTRUCTIONAL ASSISTANT III – BEHAVIORAL SUPPORT ASSISTANT

BASIC FUNCTION

Under the direction of an assigned supervisor, assist in data collection and monitoring of behavior support services and plans; perform a variety of specialized learning techniques, communication strategies and applied behavioral activities or techniques pertaining to the instruction of mild to severely handicapped students; assist in modeling the use of positive behavior support and intervention techniques for other staff; perform a variety of routine clerical and supporting activities for instructional and therapy personnel.

REPRESENTATIVE DUTIES

Assist instructional and therapy personnel to plan, organize, and conduct instructional, training, and therapy activities with students identified as special education***E***; observe and control behavior of students according to approved procedures***E***; assist students by using behavioral strategies, positive reinforcements, social stories, peer facilitation and peer training for the purpose of teaching appropriate social behaviors in accordance with students' social and behavioral learning goals***E***; assist students with behavioral and social/emotional needs as required for the purpose of maximizing their independence and assimilation within the school environment***E***; communicates with teachers and other members of the instructional team regarding assigned students' daily progress for the purpose of assessing students' progress***E***; participates in training for the purpose of learning new skills relevant to working with students with disabilities and/or peers***E***; monitor, observe and report behavior of students according to approved procedures and report progress regarding student performance and behavior***E***; assist students with personal hygiene, wash hands and faces, monitor individual toilet training schedules, toilet students and change diapers or change clothing as needed***E***; supervise and discipline students according to approved policies and procedures***E***; monitor and assist students in drill, practice and study activities***E***; direct students into safe learning activities and functions***E***; prepare lessons as directed by the teacher***E***; assist in the preparation of a variety of instructional materials and learning aids***E***; perform routine first aid and CPR as needed***E***; confer with teachers concerning programs and materials to meet the individual needs of special education students***E***; maintain confidentiality of student records and information according to established guidelines***E***; accompany mainstreamed students to regular classrooms as assigned***E***; provide instructional assistance***E***; direct student activities as assigned***E***; assist in monitoring lunchroom and playground activities***E***; accompany students on field trips as assigned***E***; participate in staff meetings, inservice training programs and parent conferences as assigned***E***; perform a variety of routine clerical duties in support of instructional therapy personnel***E***; operate instructional and office equipment***E***; perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:
Behavior management and techniques used with special needs children;
Discrete Trial Training techniques
Child guidance principles and practices, especially as they relate to students with learning disabilities, developmental delays and autistic behavior;
Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading;
Appropriate developmental tasks;
Safe practices in classroom and playground activities;
Correct English usage, grammar, spelling, punctuation and vocabulary; Appropriate interpersonal relations using tact, patience and courtesy; Basic record-keeping techniques; First Aid and CPR procedures.

Ability to:
Implement behavior management techniques used with special needs children;
Implement training techniques and chart behavior;
Assist with the instructional and related activities of a special education or assigned learning environment;
Understand the exceptional needs of special education students;
Monitor and observe student behavior according to approved policies and procedures
Develop rapport and relate to students with physical, mental or learning disabilities;
Perform clerical duties related to classroom activities;
Understand and follow oral and written directions;

Communicate effectively both orally and in writing with children and adults;

Instructional Assistant III – Behavioral Support Assistant, continued

Ability to: (continued)
Read, interpret, apply and explain rules, regulations, policies and procedures;
Work within stressful situations;
Demonstrate an understanding, patient, and receptive attitude toward special education children; Establish and maintain cooperative and effective working relationships; Work confidentially with discretion.
Understand and work within scope of authority;
Operate a variety of educationally related machines and equipment;
Learn to utilize a variety of instructional materials and procedures to enhance the training and educational environment for special needs children.

EDUCATION AND EXPERIENCE

Any combination equivalent to: Graduation from High School or equivalent. Possession of an Associate's or higher level degree, OR passes assessment that demonstrates knowledge of writing and mathematics readiness, special education instructional technology, and two years of paid or volunteer experience working with special needs children.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificates issued by an authorized agency
Must possess a valid California driver's license and insurability by the District's liability insurance carrier (This position may require employee to drive personal vehicle to assist students at more than one school during the work day)

WORKING CONDITIONS

Environment:
Indoor and outdoor environment

Physical Abilities:
Sitting or standing for extended periods of time;
Bending at the waist;
Kneeling or crouching to assist students;
Hearing and speaking to exchange information and make presentations; Seeing to read assignments and to monitor student activities; Lifting heavy, non-compliant students.

Hazards:
Contact with dissatisfied or abusive students who bite, kick and slap;
Potential exposure to communicable diseases and contact with blood and other body fluids.