

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT – SEVERE BEHAVIORAL I

BASIC FUNCTION:

Under the direction of an administrator, assist a certificated teacher or program specialist in providing behavior modification strategy instruction to individuals or small groups of students with a variety of severe mental, emotional, and behavioral disabilities in a special education learning environment; monitor and report student progress regarding behavior and performance; perform a variety of clerical duties as necessary.

REPRESENTATIVE DUTIES:

Maintain a productive working environment for individuals or small groups of students, reinforce behavior modification strategies as directed by the program specialist and teacher(s).

Observe and control behavior of students according to approved procedures; report progress regarding student behavior and performance.

May attend court proceedings as necessary.

Attend all IEP, RTT and team meetings related to assigned students and potential students as requested.

Participate in training, meetings and in-service programs as assigned.

Supervise individual student(s) in a controlled setting to closely monitor and/or control student behavior.

Modify lessons as necessary; may administer and score a variety of tests.

Assist the instructional staff in supervising students inside and outside the classroom as needed in relation to student's behavior.

Provide support to teacher by setting up behavioral displays and exhibits.

Confer with program specialist, teachers and necessary staff regarding students' behavior.

Confer with site staff, administrator, program specialist and teacher(s) concerning programs and materials to meet students' behavioral needs.

Assist students by providing emotional support and general guidance in the school setting; tutor individuals or small groups of students as needed.

Direct group activities of students as needed; monitor PE activities for students' appropriate behavior.

Perform a variety of clerical duties, such as: preparing instructional materials, scoring papers, recording grades, maintaining records and files, typing, duplicating behavior materials, and ordering supplies as needed.

Accompany and/or assist student(s) from group and/or classroom settings experiencing behavioral disorders as needed in order to maintain productive working environment(s).

Maintain confidentiality regarding students.

Administer basic first aid and authorized medication in accordance with established guidelines as necessary.

Restrain students as needed to prevent them from harming themselves or others using P.A.R.T.S. and District established guidelines.

Accompany or assist students to and from school bus or other transportation and in moving to and from activities on school site.

Perform other duties as related to job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Behavior modification techniques and strategies

Child guidance principles and practices, especially as they relate to students with various mental, emotional and behavioral disorders

Classroom procedures and conduct

Safe practices in classroom and playground

Record-keeping techniques

Basic subjects taught in the District's schools, including arithmetic, grammar, spelling, language, and reading

Basic first aid procedures

Health and safety regulations pertaining to position

Correct English usage, grammar, spelling, punctuation and vocabulary

Oral and written communication skills

Interpersonal relations skills using tact, patience and courtesy

ABILITY TO:

Assist with behavior instruction and related activities in a special education learning environment

Demonstrate an understanding, patient and receptive attitude toward children with special needs

Provide discipline and supervise students according to District approved policies and procedures

Communicate effectively orally and in writing with children and adults

Learn the procedures functions and limitations of assigned duties

Work independently with little direction

Understand and follow oral and written directions

Perform clerical duties such as filing, duplicating, typing, and maintaining simple records

Print and write legibly

Learn and follow rules, regulations, policies and procedures

Work cooperatively and effectively with others

Analyze situations accurately and adopt an effective course of action.
Operate a variety of instructional/office equipment, and computer hardware/software
Enlist the support, interest, and participation of students

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience (paid or unpaid) working with school age children and/or adults with behavioral disorders in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of P.A.R.T.S. training and State-mandated proficiency examination. A valid First Aid Certificate will be required within six months of employment.

WORKING CONDITIONS:

Special education learning environment; subject to bending, lifting and restraining children as needed to prevent them from harming themselves or others. Travel from site to site. Working with children with various mental, emotional and behavioral disorders; subject to exposure to communicable diseases.