

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT – SEVERE BEHAVIORAL II

BASIC FUNCTION:

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

REPRESENTATIVE DUTIES:

Provide ongoing consultation, training, and expertise to regular education teachers regarding the establishment and reinforcement of behavioral modifications plans and strategies.

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).

Assist in creating behavioral plans with program specialist.

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
- Enlist the support, interest, and participation of students and teachers
- 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 two years of college related to behavioral management, 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.