

RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: EDUCATIONAL BEHAVIORAL ASSISTANT

DEPARTMENT: STUDENT SERVICES

REPORTS TO: ASSOCIATE SUPERINTENDENT OF EDUCATIONAL SERVICES

DEFINITION:

Under supervision, provides assistance in instruction, supervision, and care of students with social, emotional, physical and behavioral needs and/or students with significant developmental disabilities. Employees in this classification may be required to support students in multiple classrooms and around school campus to perform instructional, clerical, and behavioral management duties and personally assist students.

EXAMPLES OF DUTIES:

Essential duties and responsibilities include the following.

- Assists the teacher with observing, recording, and charting behavior
- Assists the teacher and team with crisis intervention and behavior management
- Provide a range of physical assistance to students with developmental disabilities, such as assisting in toileting, feeding, and assisting with motor activity (i.e. walking, movement)
- Assists in the preparation and production of instructional materials
- Supervise and assist students in the classroom, integrated settings and in the community for the purpose of ensuring student safety
- Attend and participate in daily staffing meetings to process the day's events and plan for the following day
- Assist therapists, specialists, and teachers in implementing behavior intervention plans
- Support students' needs in following individual behavior intervention plans
- Reinforce learning in small groups or with individuals while the teacher is working with other students
- Maintains confidentiality
- Performs a variety of clerical tasks, data entry, compiling reports, etc.
- Transport students in a District vehicle
- Facilitate skill development and generalization of self-regulation strategies, coping strategies, and appropriate peer interaction and socialization
- Participation in a minimum of 20 hours of initial training
- Participate in ongoing training and team meetings
- Assisting in functional communication training including working with students who use Alternative Augmentative Communication Devices -
- Other related work as required by supervisor

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Please note that not all qualifications apply to all educational assistants. Some are very specific to the job/classroom where the educational assistant is assigned.

KNOWLEDGE OF:

- Proper English usage, spelling, grammar, punctuation and vocabulary
- Bilingual skills - desired
- Basic computer skills
- Modern office equipment
- Positive behavior intervention and strategies relating to pupils exhibiting social emotional and behavioral difficulties

ABILITY TO:

- To attend regularly for stability of students and program
- Meet difficult situations effectively and demonstrate self-control
- Demonstrate patience and empathy for others and does not take student behavior personally
- Use sound judgement
- Display enthusiastic/positive approach
- Maintain and improve professional skills and knowledge
- Be flexible and receptive to change
- Demonstrate a level of physical fitness and conditioning to support and maintain execution of job responsibilities
- Understand and carry out written and oral instructions
- Demonstrate proficiency in reading, writing and mathematical skills sufficient to obtain a passing score on a standardized proficiency test as needed by the District.
- Effectively supervise students in a variety of situations.
- Maintain the security and confidentiality of specified records and information.
- Maintain effective working relationships with students, parents, teachers, and administration.
- To have skills necessary to work with high school age students.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Light to moderate physical effort standing and/or walking for extended periods of time.

- Frequently lift and/or move up to 15 pounds, and may occasionally lift and/or move up to 60 pounds.
- Lifting and/or transferring of students.
- May involve toileting of students.
- Mobility to stand, stoop, reach and bend.

ENVIRONMENT

- Indoor environment/temperature – normal climate.
- Continuous interaction with students, public and staff.
- Noise level in the work environment is usually moderate.

EXPERIENCE AND EDUCATION

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

DESIRABLE EXPERIENCE:

- Experience working in an educational setting with students with Developmental disabilities and/or social-emotional and behavioral disorders.
- Experience and training in Applied Behavior Analysis.
- Experience working with at risk youth.
- Experience implementing behavior intervention plans

EDUCATION

- Equivalent to the completion of high school.
- AA Degree or two years of college (48) units or have met the established requirements of an academic assessment or Para-Educator Certificate (NCLB)
- First Aid and CPR certificate desirable.

LICENSE REQUIREMENT

- A valid California Drivers License