

**Position:** Behavior Aide**Salary Schedule:** Classified**Responsible to:** School Psychologist/Site Principal

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**Summary:**

To help children with school adjustment difficulties that relate to hyperactivity, emotional regulation or learning related problems with weekly supervision from the school psychologist.

**Essential Duties:**

- Help identify children who would benefit from intensive social/behavioral interventions
- To provide a supportive and non-judgmental mentor relationship to students
- To consult with staff of children in the program
- To provide written feedback to parents/guardians of the child's progress and/or observations
- To maintain confidentiality of children in the program
- To develop flexible scheduling of participating children with staff members
- To maintain upkeep and supplies of social skills classroom
- To solicit donations from various sources (i.e., toys, monetary donations) for social skills classroom
- To attend weekly meetings with school psychologist
- To maintain an observational log for each child and input data on computer programming systems
- Intercede with students on Tier 3 interventions in the absence of the school psychologist
- Run Tier 2 social group counseling interventions for behavior and attention skills utilizing provided curriculums
- "Check-in" with students identified as at risk, via information from the school psychologist, teacher or parent
- Social coaching of student in all three Tiers, on the playground, during PE, and in class by prescription in consult with the school psychologist
- Perform related duties as assigned

**Related Skills:**

- Operation of a computer, data entry, maintain records and generate reports
- Appropriate oral and written communication skills

**Ability to:**

- Develop and maintain a trusting and positive relationship with children
- Work with children independently and in small group settings
- De-escalate intense behavioral situations utilizing approved techniques with as little disruption possible
- Establish and maintain effective working relationships with teachers, parents, and administrators
- Assemble confidential and sensitive information
- Communicate, understand and follow both oral and written direction effectively
- Analyze situations accurately and adopt an effective course of action following approved techniques
- Work independently with little direction and many interruptions while under supervision of school psychologist
- Plan and organize work to meet schedules and time lines
- Work in a team environment

**Physical Requirements:**

- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to work at a desk and in meetings of various configurations
- Ability to work indoors and outdoors in varying conditions of weather and temperature
- Ability to bend, twist, stoop, and reach

**Education / Credential(s) and/or Other Licensure(s):**

- Completion of one or more of the following: 1) An AA or AS degree or 2) 48 semester college units or 3) satisfactory completion of a “No Child Left Behind” compliant assessment.
- Must be willing to engage in District sponsored training.

**Experience:**

Experience working with school aged children in a behavior intervention setting is desired.

Behavior Aide Job Description

Adopted: