



Position Title: **Behavior Support Assistant**

Department: Building

Reports To: Building Principal

SUMMARY: Support building level Positive Behavior Interventions and Supports (PBIS) in the schools by delivering prevention oriented lessons in the classroom, working with a team to improve building systems and work directly with students who are experiencing significant behavioral difficulties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Implement prevention based curriculum with small and large groups of students
2. Implement behavior support plans (BSPs) or other protocols with students who have special needs under the direction of a counselor or learning specialist
3. Maintain a calm collected demeanor with students who may be escalated
4. Assists instructional staff in the supervision of students while they are in the school environment
5. Assists and instructs pupils in personal hygiene and other personal care as directed
6. Collect data as directed
7. Respects the confidentiality of records and information regarding students in accordance with accepted professional ethics, and state and federal laws
8. Establishes and maintains cooperative relationships with other employees
9. May be required to restrain students after proper training and under direction of licensed staff
10. Correspond with district staff and stakeholders via email.
11. Attend trainings as directed
12. Maintain regular on-time attendance
13. Performs other duties consistent with the position
14. Travel to buildings as needed to support students across the district
15. Operates and cares for equipment used in the classroom for instructional purposes, including computers and helping students master equipment
16. May be asked to translate, if applicable

SUPERVISORY RESPONSIBILITIES: Supervises students under the direction of licensed staff.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE: Related college classes and associates degree preferred; High school diploma or general education degree (GED); previous experience working with students, especially those with significant behavior challenges. Knowledge of positive behavior supports for students experiencing difficulty.

LANGUAGE SKILLS: Ability to read and comprehend instructions, short correspondence, and memos at or above the 10th grade level. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply basic arithmetic calculations using units of American money. Ability to proofread and cross check work for accuracy.

REASONING ABILITY: Ability to apply commonsense understanding to carry out detailed and basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to work with students with mild to severe learning, physical, or behavioral limitations. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies.

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 functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift 50 lbs and or push/pull up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment. The employee must be able to handle the stress and frustration associated with non-compliant or limited-ability students or those with behavioral, developmental, or psychological disorders.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date