

LEAD INSTRUCTIONAL ASSISTANT BEHAVIOR INTERVENTION

DEFINITION:

ESSENTIAL DUTIES AND RESPONSIBILITIES Include the following:
Other duties may be assigned.

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- x Provides input for evaluation of Instructional Assistant -Behavior Intervention staff.
- x Substitute s, relieves or serves as a back-up for absent Instructional Assistant -Behavioral Intervention staff.
- x Performs related duties as assigned or required.

QUALIFICATIONS GUIDE

Knowledge of:

- x Behavior intervention modifications, techniques and strategies.
- x Problems and concerns of students with emotional disorders, learning disabilities, behavior disorders and other special education needs.
- x Principles of training and providing work direction to others.
- x Behavior intervention plans, procedures and goals.
- x Techniques used in controlling and motivating students.
- x Child guidance principles and practices related to children with special learning needs.
- x Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- x Basic instructional methods and techniques.
- x Correct English usage, grammar, spelling, punctuation and vocabulary.
- x Applicable Educational laws, codes, regulations, policies and procedures related to position.
- x Federal and State laws and regulations regarding special education and assigned duties.
- x Data collection and record keeping methods.
- x Operation of a variety of office/classroom equipment, a computer and assigned software.
- x Techniques to motivate students and manage student behavior.
- x Interpersonal skills using tact, patience and courtesy.
- x Oral and written communication skills.
- x Community based instructional and behavioral support programs.
- x Basic principles, goals and objectives of Individual Education Plans (IEP).
- x Safe practices in classroom and playground activities.
- x Operation of standard office and classroom equipment including a computer and assigned software.
- x Oral and written communication skills.
- x Basic record-keeping techniques.
- x Basic first aid techniques.

Ability to:

- x Lead and participate in a variety of complex applied behavioral and instructional support activities in an assigned classroom or other learning environment.
- x Provide leadership and guidance to other staff members .
- x Model appropriate behavior techniques to students.
- x Train and provide work direction to assigned personnel.
- x Assist with instruction and related activities in a classroom or assigned learning environment.
- x Reinforce instruction to individual or small groups of students as directed by the teacher.
- x Perform a variety of clerical duties in support of classroom activities.
- x Assist in the preparation of instructional materials and implementation of lesson plans.
- x Assist students with math, reading and writing activities as assigned.
- x Understand and follow oral and written directions.
- x Establish and maintain cooperative and effective working relationships with others.
- x Evaluate problems, issues and concerns, and recommend appropriate alternative solutions.
- x Participate as member of a team supporting students' progress and behavior intervention plans.
- x Assist students with self -help, personal hygiene and independent living skills as assigned.
- x Communicate effectively both orally and in writing.
- x Monitor, observe and report student behavior and progress according to approved policies and procedures.
- x Observe health and safety regulations.
- x Maintain accurate records, observe, collect and record data regarding student behavior.

- x Perform routine clerical work and basic arithmetic calculations.
- x Demonstrate an understanding, patient, warm and receptive attitude toward children.
- x Learn and utilize basic methods and procedures to be followed in instructional settings.
- x Perform routine clerical work and basic arithmetic calculations.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and some college level course work in child development, special education, psychology or related field and three years of experience working with school-aged children, including at least one year experience working with children with ASD (Autism Spectrum Disorders) in applied behavior analysis instruction.

LICENSES AND OTHER REQUIREMENTS:

- x Successful passage of the District's Proficiency Test or have passed the CBEST.
- x Valid First Aid/CPRfid 6H()Tj -0.004 Tc 1a (F)-2 Tc 1.349 0 Td [(V)-1.9 (a)-3 (l)-7.1 (id)-6.d [(V)-1.9 (a)-3 (l)-7.1 (id)