

## CONTRA COSTA COUNTY OFFICE OF EDUCATION

**CLASS TITLE: Behavioral Support Assistant**

**RANGE: 13**

### **BASIC FUNCTION:**

Under the supervision of the Principal, assists certificated staff in the successful transition of students from school to school, or classroom to classroom by supporting them in their use of successful positive behavioral intervention strategies which meet the needs of students.

Works with students who exhibit extremely aggressive, withdrawn or disruptive behaviors while at school or at school activities. Implements and supports positive behavior intervention strategies and supports for students.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Provides transitional support to new students, students presenting intermittent challenges during classroom and community based instruction.

Participates in team meetings with the principal and or certificated and other support staff. Confers with certificated staff and administrators to promote student success.

Under the supervision of the Principal and direction of certificated staff, implements and monitors behavior support plans and crisis prevention/intervention techniques.

Provides behavioral support to students individually, and in small/large groups, both outside and within the classroom.

Under the supervision of the Principal and direction of certificated staff, assists the classroom teacher and support staff in providing current and relevant feedback on student progress to the IEP team.

Under the supervision of the Principal and direction of certificated staff, routinely observes and collects data of student interactions and learning environments to assess effectiveness of behavior support plans.

Under supervision of the Principal, conducts the Crisis Prevention Institute non-violent crisis intervention training for teachers and staff.

Participates in school events, workshops, and in-service meetings.

Assist students with meeting individual education plans (IEP) goals and objectives; report progress regarding student performance and behavior.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Crisis Prevention Institute –Non Violent Physical Crisis Intervention techniques  
Knowledge and application of Incident Report Forms  
Child guidance principles and practices related to children with special education needs.  
Classroom procedures and appropriate student conduct  
Basic data and data collection techniques  
Understand and follow oral and written instructions  
Implementation of IEPs, as related to behavior  
Student Safety practices in classroom and playground activities  
Oral and written communication skills  
Interpersonal skills using tact, patience and courtesy  
Understanding and relating to students with special needs  
Establishing and maintaining cooperative and effective working relationships with others  
Communicating effectively both orally and in writing  
Demonstrating and understanding, patient and receptive attitude toward special education students  
Monitor, observe and report student behavior and progress  
First aid and CPR procedures  
Basic subjects taught in County Office schools, including arithmetic, grammar, spelling, language and reading  
Operation of standard office and classroom equipment including a computer  
Perform a variety of clerical duties including typing, filing and duplicating materials  
Observe health and safety regulations

**ABILITY TO:**

Reinforce instruction to individual or small groups of special education students as directed by the principal, school psychologist and/or teacher.  
Ability to maintain confidentiality  
Apply and train staff in Crisis Prevention Institute’s Autism spectrum Training  
Administer first aid and CPR

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to High School graduate: graduation from high school, plus 48 semester units post high school or possession of an Associate Arts Degree or higher. A written proficiency test is required for applicants that do not meet the post high school graduation or AA requirements. Sufficient training and experience to demonstrate the knowledge and abilities listed above including a minimum of two years’ experience required in working with children with special education needs in an organized setting.

Possesses knowledge with specialized instructional techniques such as Applied Behavior Analysis,  
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Individual Discrete Skill Training, Picture Exchange Communication System, TEACCH, and Positive Behavior Intervention Techniques Collecting data, implementing and monitoring behavioral goals

Working with specialized populations with behavior needs

Use of modeling and coaching behavioral strategies

**LICENSES AND OTHER REQUIREMENTS:**

Instructor certification for Crisis Prevention Institute Non Violent Crisis Intervention Training

Valid First Aid and CPR Certificate issued by an authorized agency

Valid California driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom environment

Community environment

Dealing with aggressive behavior and/or emergency situations with students

Driving a vehicle to conduct work as assigned by the position

Potential exposure to physical injury from aggressive behavior

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate standard office and classroom equipment

Sitting or standing for extended periods of time

Bending at the waist, kneeling or crouching to assist students

Seeing to read a variety of materials and monitor student activities

Hearing and speaking to exchange information

Lifting and carrying students as assigned by the position

Pushing children in wheelchairs as assigned by the position

**HAZARDS:**

Cleaning chemicals

Blood borne pathogens and bodily fluids