

## **INSTRUCTIONAL ASSISTANT- STUDENT SERVICES**

### **DEFINITION**

Under supervision of the Student Services Director, STAR Teacher, STAR Behavioral Specialist, or other certificated employee, to provide behavioral, instruction, and physical support to students in assigned areas in the school setting.

### **DISTINGUISHING CHARACTERISTICS**

Positions assigned to this class are distinguished by the emphasis on knowledge of methodologies found to benefit some children with behavioral needs, but not limited to: Applied Behavior Analysis (ABA), Pivotal Response Training (PRT), Social Stories, and trauma informed practices. Flexibility in work locations, program assignments, and designated hours is desirable.

### **EXAMPLES OF DUTIES**

Provide behavior support and instruction to select students, one on one, in small or large groups; perform paraprofessional instructional activities; support the training and learning activities with children experiencing specific needs; assist instructional personnel in the implementation of behavior plans and/or 504's for students; record and prepare student progress report based on identified goals; provide information to supervisor of Behavior Specialist concerning student progress; collect and summarize data; maintain records; implement program modifications, report concerns; prepare materials; participate in in-service training sessions; assist instructional personnel with the presentation of learning materials and in the conduct of instructional exercises; tutor individual students and small groups of students with specific learning needs to reinforce and follow up learning and training activities; consult and collaborate with the classroom teacher on implementation of the student's plan, may perform routine clerical tasks such as typing, computer operation, filing and photocopying; maintain a variety of records and files, including confidential student records and information; may assist with toileting or other bodily care, physical, or basic medical needs; and perform other related duties as needed.

### **QUALIFICATIONS**

#### **Knowledge of**

Basic concepts of child growth and development and developmental behavior characteristics; behavior management strategies and techniques relating to pupils experiencing atypical control problems; basic subjects including arithmetic, grammar, spelling and reading; routine record keeping techniques; computer operations/data entry, word processing, and spreadsheets.

Ability to

Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups, particularly those exhibiting specialized needs; appropriately manage student behavior and guide students toward more acceptable social behaviors; utilize a variety of instructional materials and procedures to enhance a positive educational environment; work independently; perform routine clerical tasks and operate a variety of educational and office related machines and equipment; communicate effectively in oral and written form; establish and maintain cooperative working relationships with children and adults; pass a District proficiency test in English usage, language arts, and mathematics, or have two years of college (48 units) or an A.A. degree (or higher); or have passed the CBEST.

Experience

Some experience in Applied Behavior Analysis (ABA), behavior management, and/or trauma informed care in school age children is desirable. Must commit to completion of required District training.

Education

Equivalent to the completion of the twelfth grade, preferably supplemented by training in methodologies found to benefit children with behavioral or academic needs.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. May be required to correctly lift at least 50 pounds alone or more with assistance and move students on and off a school bus, in a classroom, and during outside activities as necessary. Push or assist students using wheelchairs, walkers, or other mobility devices. Lifting of office supplies and other work related materials of up to 20 pounds occasionally involved.

Licenses

Possession of a valid and appropriate California Driver's License, if required.