

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklinusd.org



Job Description

POSITION TITLE:	Behavior Instructional Assistant
SALARY PLACEMENT:	Classified Salary Schedule Classified School Employees Association

SUMMARY:

Assists in the supervision and instruction of special education students in a variety of settings, including the community and classroom; to assist in the development, implementation and monitoring of behavior intervention programs for identified special education students; attend student progress meetings; assist students with and demonstrate proper physical care and hygiene; collects daily progress data; consults with the student's IEP case manager; other duties as assigned.

SUPERVISOR:

This position reports directly to the School Site Administrator or assigned Special Education Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Under the direction of certificated staff implements individualized instructional programs (such as discrete trial training, social skills development, behavior plan, visual schedules, differential reinforcement, token economy, prompting hierarchies and behavior shaping), developed by the Behaviorist or other appropriate staff including nonviolent crisis intervention.
2. Assist the Behaviorist with direct observation of students.
3. Under the direction of certificated staff prepares all materials necessary for implementing individualized program.
4. Prepares materials and equipment needed for curriculum accommodations and modifications.
5. Supports student in transition to general education or community through use of inclusion support techniques such as least to most prompting.
6. Participates in ongoing training as required by or provided by school district.
7. Possess an understanding of and a willingness to work with challenging students with high behavior support needs.
8. Collects daily progress data on assigned students and reports on that data to supervisors and the IEP case manager when requested.
9. Demonstrates the capabilities of taking specific direction, carrying out those directions, and providing feedback to supervisors on the success and outcomes of following those directions.
10. Capable and proficient in establishing and maintaining effective working relationships with students, student's parents, colleagues and supervisors.
11. Assists students with toileting, feeding, grooming, and promoting independence.
12. Assists students to and from busses, pushing wheelchairs when necessary.
13. Performs ongoing physical activities, including transferring and lifting students using proper lifting techniques and/or equipment.
14. Under the supervision of a qualified school nurse, may provide specialized healthcare procedures.

Knowledge and Skills:

- Knowledge of best practices and laws governing students with disabilities; interpersonal communication, consultation, and group leadership skills necessary to work effectively with students, parents, teachers and administrators.
- Data-gathering methodology.
- Knowledge of Special Education laws and procedures.

- Ability to understand and implement complex oral and written directions given in English.
- Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling.
- Ability to recognize the first aid and health needs of students and make decisions as to appropriate solutions.
- Ability to respond appropriately in emergency situations.
- Ability to remain calm in stressful situations.
- Ability to understand, manage and relate to students who have behavioral problems, learning and physical disabilities.
- Competency in basic skills such as math, spelling and grammar.
- Skill in oral and written communication.
- Ability to adapt to individual needs of teachers and students and work with interruptions.
- Ability to work harmoniously with students, staff and parents and guardians.

EMPLOYMENT STANDARDS:

High School Diploma or equivalent and 48 college units in Child Development, Social Services, Human Services or related field or equivalent experience, or A.A degree or higher, or pass a local assessment of knowledge and skills in assisting in instruction.

EXPERIENCE:

Two (2) years of experience working with individuals who have special needs preferred.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver’s License

DESCRIPTION OF PHYSICAL REQUIREMENTS:

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 talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category III:

1. Positions in this category require ability associated with prolonged periods of heavy physical labor.
2. Position regularly performs heavy physical labor requiring ability to lift, carry, push, pull or move heavy objects or materials.
3. Great physical demand for strength and endurance
4. Requires heavy physical effort such as lifting over 50 pounds on continuous basis.
5. Physical functions involve heavy physical exertion.
6. Lifting 50 pounds maximum or carrying any object weighing up to 25 pounds.

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.

While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee is occasionally exposed to video display and occasionally works evenings and on weekends. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted Date: February 15, 2017

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.