

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: EDUCATIONAL ASSOCIATE – BEHAVIORAL ASSISTANT

BASIC FUNCTION:

Under the direction of a Program Manager or designee, assists teachers and other certificated personnel by performing a variety of instructional support duties, ranging from the routine to the complex, to individuals or small groups of students within Special Education receiving support for behavioral or social skill development; supports student learning with a wide range of physical, emotional, intellectual, and communication challenges from the severe to the non-severe; assists in establishing and maintaining appropriate classroom behavior and meeting behavioral milestones and goals; performs assigned clerical tasks in support of a classroom. The incumbent is expected to consistently work independently, and may, at time, have limited direction in carrying out assigned tasks in a fast-paced environment, which are subject to change into complex and situations, depending on unknown and quickly developing variables. Incumbents in this position, may assist in providing guidance and mentorship to Paraeducator – Behavioral Assistants.

DISTINGUISHING CHARACTERISTICS:

The class of Educational Assistant – Behavioral Assistant provides specialized instructional support for students with behavioral challenges, including students within the Autism spectrum, requiring a high degree of positive contact with students, in a variety of learning environments both on and off campus. Employees in this class will frequently assist with implementation of behavior intervention plans and will typically work with students facing the most complex or extensive behavior challenges, which will frequently involve a great deal of constant physical activity. Incumbents may be subject to highly variable student behavior, and must adapt quickly to urgent or immediately dangerous situations in a calm and reasonable manner.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Instructional & Behavioral Development Support

Assists assigned teachers by working with students individually or in groups on behavioral skill development and learning activities in assigned subject areas; provides individualized instruction by matching the supervisory and instructional needs to the student, which may involve constant or challenging physical activity; assists with planning and scheduling student activities; provides mentorship and guidance to Paraeducator – Behavioral Assistants and may assist with organizing the work of Paraeducator – Behavioral Assistant.

Confers with teachers on student progress in meeting instructional and behavioral development goals and provides recommendations based on interactions with students; maintains records on student achievement based on observations and student interactions; assists with students' behavioral assessments as requested, which may involve collecting and interpreting student data and assisting with developing effective behavioral strategies for implementation.

Assists with maintaining, updating, and generating a variety of reports relating to student assessments and student progress.

Assists in implementing Individualized Educational Plans and Behavior Intervention Plans which may involve use of approved behavior adjustment and modification, and physical management techniques to establish and maintain appropriate behaviors.

Assists in ensuring students are properly supported with behavioral development by implementing Positive Behavioral Intervention and Support as directed.

Guides students and provides appropriate behavioral modeling in a variety of areas, including but not limited to physical development and fitness, communication, personal hygiene, academic learning, appropriate dress, and vocational skills.

Accompanies and supervises students on instructional outings, work programs, or field trips; reinforces positive behavior in public settings; assists students in learning life skills as part of the instructional outing.

Assists students toward greater self-reliance; fosters student independence in classroom and learning environments.

Physically assists, calms, and deescalates students when demonstrating volatile behavior, by implementing approved assault response training techniques; assists with behavioral incident reports as needed.

Accompanies and assists students to and from school bus or other transportation and in moving throughout the school site; assists in the supervision and monitoring of students during lunch and recess.

Prepares and sets up instructional materials and equipment for learning activities; assists in organizing the learning environment and maintaining instructional material and equipment.

Performs clerical tasks in support of the classroom and student learning, such as but not limited to filing, typing, and updating and maintaining student records.

Maintains confidentiality of student records and information in accordance with County Office policies and legal requirements.

Under direction of certificated staff, prepares lunch trays and feeds students unable to feed themselves.

Assists with maintaining accurate daily student attendance records for assigned classrooms.

Attends trainings, in-service, and staff meetings as required, which may occur offsite and beyond the normal work day or work week.

Health & Safety Support

Assists the teacher in establishing and maintaining a clean and safe classroom and learning environment.

Assists in physically transferring and lifting students in and out of wheelchairs, braces, and other equipment to assist in student learning.

Assists with personal hygiene functions, toileting, diapering, eating, dressing and other self-help skills.

Under supervision of a school nurse, may provide routine physical health care and assistance to a severely medically or neurologically disabled student including but not limited to tube feed, suctioning, and proper positioning of students in specialized equipment.

Administers medications according to physician orders with parent permission and under supervision of the assigned school nurse; ensures the security of medications by placing in locked cabinets and ensuring all medication containers are accounted for; maintains accurate and complete medication logs.

Assists in maintaining CPR, first aid, health and safety related supplies and maintaining disaster preparedness supplies.

Administers first aid and CPR in accordance with established procedures and policies.

Assists with developing and implementing individual or site crises management plans.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper English usage, spelling, grammar, and punctuation.

Basic concepts of child development and behavior.

The unique needs of students with behavioral challenges.

Effective record-keeping practices and procedures.

Basic academic subjects/developmental activities taught/practiced in assigned instructional unit.

Behavior intervention techniques and strategies.

ABILITY TO:

Learn, understand and adhere to laws, rules, practices, and procedures related to public education relevant to special education.

Apply the methods and procedures within the Special Education Department.

Meet the physical requirements necessary to safely and effectively perform required duties including lifting or physically assisting students who may be engaged in physically harmful or violent behavior.

Complete and properly implement required training for the position.

Understand the needs of assigned students and effectively adapt the needs of students to learning situations.

Effectively work with students to meet behavioral adaption goals.
 Effectively supervise assigned students in special education in a variety of situations.
 Maintain emotional control in difficult and emergency situations.
 Exercise tact, diplomacy, and good judgment in dealing with students with complex behavioral challenges.
 Recognize and effectively manage students exhibiting difficult or dangerous behavior.
 Establish and maintain a positive and effective professional relationships with other.
 Effectively and tactfully communicate in both oral and written forms.
 Maintain a variety of records related in a confidential manner.
 Understand and follow both oral and written instructions.
 Recognize and report safety hazards.
 Operate standard office equipment and a variety of complex, heavy, and physically challenging assistive and classroom equipment based on student needs.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education:

Possession of a high school diploma or its equivalent, and

- a Bachelor’s degree from an accredited college or university; or
- an Associate’s degree, or 48 college semester units earned at an institution of higher learning, or
- the ability to obtain a passing score on the assessment for this position.

Experience

One year of experience working with or serving students with behavioral challenges.

The following is desirable and preference may be given to candidates with the following background:

- Experience working with students within the Autism spectrum.
- Successful completion and implementation of training courses to work with students facing behavioral challenges.

LICENSES AND OTHER REQUIREMENTS:

Incumbents are required to participate in ongoing behavioral skills development training. A failure to remain current on training requirements may result in release from this classification.

Positions within this class may require bilingual proficiency, English and second language, as specified by the County Office.

A valid and appropriate California Driver's License.

A driving record that meets the insurance requirements of the County Office of Education.

A valid first aid certificate and a cardiopulmonary (CPR) certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, classroom, outside, and offsite environment.

Exposed to risk of trip and fall or physical injury from instructional and classroom equipment.

May require loading students on and off of transportation, which is noisy and physically challenging

Temperature may range, on average, from 55 – 95 degrees.

PHYSICAL DEMANDS:

Incumbents must frequently and continuously participate in physical activity, which includes: sitting, standing, reaching above shoulders, running, sprinting, jogging, catching, diving, jumping, bending, twisting, pushing, pulling, grasping, climbing, walking, squatting, crawling and kneeling, lifting up to, on average, 30 – 100 pounds, which may be the result of restraining quickly developing safety or behavior hazards, including neutralizing violent or aggressive behavior displayed by one of more students at one time.

Dexterity of hands and fingers to operate classroom and modern office equipment.

Hearing and speaking to exchange information.

Seeing to observe the environment to ensure safety and read a variety of materials, both in hard copy and soft copy format.

Approved by Personnel Commission: May 10, 2017



Kristin Olson
Director-Classified Personnel Services

Date: 05/10/2017