

Job Title: **Special Center Instructional/Behavioral Assistant**



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 13

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD
JUNE 18 2019
MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to provide assistance to certified teachers, occupational therapists, physical therapists, and other certified specialists in the education and care of students with disabilities.

ESSENTIAL JOB FUNCTIONS

- Provides instruction to students as prescribed by the supervising teacher and reinforces skills introduced by the teacher.
- Uses basic classroom technology for instruction.
- Assists students as they arrive on buses taking them to and from learning areas. Physically transfers students from wheelchair to chairs or floor mats for school activities.
- Assists students with gross motor activities (grasping, holding objects, posture, crawling, walking, running, etc.), fine motor activities (playing with toys, cutting, coloring, etc.).
- Monitors, observes, and charts behavior of students in their classes and documents behavioral changes, outbursts, etc.
- Assist in the implementation of Individual Education Plans for the students and monitor their progress.
- Work with other professionals, such as speech therapist, social worker, occupational and physical therapists.
- Must remain certified in District approved crisis prevention techniques.
- Follows specific training, applies crisis intervention techniques to students with aggressive behavior and restrains violent students as needed.
- Assists students with disabilities in the use of necessary assistive technology devices.
- Assists students with disabilities in the activities of daily living which may include but not be limited to diapering, toileting, personal hygiene, dressing, and feeding.
- Reinforces rules of the school and learning environment; Acknowledges and encourages appropriate behavior and distinguishes inappropriate behavior for the students' understanding.

- Possess a strong command of behavior management.
- Facilitate students in understanding behavioral model (PBIS).
- Provide behavior support in self-contained classroom and in crisis rooms.
- Communicate behavioral concerns of students to appropriate staff.
- Implement and maintain behavioral program policies and data.
- Assist in the prevention and management of incidents of non-compliance and/or escalation in behavior.
- Respond to emergency situations.
- Support students with emotional or behavior concerns and assist them in developing appropriate social skills.
- Escorts, supervises, and provides assistance to students during breakfast, lunch, restroom visits, clinic visits, speech therapy, to and from buses and other activities.
- Assists in the preparation and implementation of lesson plans, behavior modification plans, and teacher's preplanning sessions; Provides input and assistance in the development of learning activities.
- Prepares or assists in the preparation of instructional and vocational materials.
- Assists the teacher in performing duties such as running errands, designing and setting up bulletin boards, classroom decorations, displays of student activities, etc., within the learning environment.
- Performs a variety of clerical tasks such as keyboarding, copying, stapling, filing, locating and assembling materials, laminating, etc.
- Maintains accurate and complete records of student activities and behavior which may require the use of a computer terminal to enter student information and data; Completes applicable forms, schedules, and instructional reports, as directed.
- May assist and instruct students in various labs.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma, GED, or equivalent.
- Must meet state and local requirements for employment.
- Preferred two (2) years of experience working in a formal institution with children identified with developmental challenges, emotional/behavioral disability, or mental illness.
- Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of child growth and development and developmentally appropriate practices.
- Requires the ability to display knowledge of methods and techniques employed with mentally, physically, and emotionally handicapped children.
- Requires the ability to display knowledge of basic behavior management principles and practices.
- Requires the ability to display knowledge of techniques in therapeutic positioning of physically handicapped students.
- Requires the ability to display knowledge of basic methods and techniques of training developmentally disabled children, including those with oral and motor handicaps and those with physical and cognitive limitations.

- Requires the ability to display knowledge of basic crisis intervention methods and procedures.
- Requires the ability to display knowledge of basic CPR methods and standard first aid.
- Requires the ability to display knowledge of universal health precautions.
- Requires the ability to use standard office machines and classroom equipment and materials.
- Requires the ability to display knowledge of the use of specified computer applications involving word processing, data entry, and/or standard report generation.
- Requires the ability to display knowledge of principles and practices of record keeping and charting behavior.
- Requires the ability to teach and work students with emotionally, physically, mentally handicapped, and other special needs students with disabilities.
- Requires the ability to assist students experiencing seizures, aggressive behavior, etc.
- Requires the ability to recognize symptoms of abuse and document and report observations.
- Requires the ability to establish and maintain effective working relationships.
- Requires the ability to display knowledge of general office practices and clerical skills.
- Requires the ability to use routine word processing software and familiarity with computer operations.

PHYSICAL DEMANDS

While performing the essential functions of this job the employee is regularly required to work in an environment for training and teaching students with disabilities, use hands to finger, handle, or feel, reach with hands and arms, bend at the waist, stoop, kneel, or crouch, lift and/or move utilizing proper safety precautions, use standard office and classroom equipment and materials, read printed materials and a computer screen, and communicate in person or over the telephone. Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, grasping, hearing, mental acuity, pulling, pushing, speaking, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 18, 2019

Date of Revision:

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