

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: BEHAVIOR INTERVENTION ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, administer behavior modification and de-escalation techniques to support instruction, increase participation in academic tasks, improve social skills and support appropriate behavior of individuals and/or small groups of students with special needs.

REPRESENTATIVE DUTIES:

Observe, change, alter, and improve the social interaction skills of students with special needs according to behavior modification techniques; Reduce and redirect inappropriate behavior; report progress regarding student behavior and performance.

Assist students by providing proper examples, behavioral intervention, emotional support and general guidance in the school setting and at home, as appropriate.

Perform a variety of clerical duties such as charting performance, preparing instructional and behavior modification materials, scoring papers, recording grades, maintaining records and files, and duplicating classroom materials and order supplies as needed.

Confer and review with teachers, instructional personnel, behavior specialists and psychologists regarding collected data, programs, and materials to meet student needs.

May assist students with washing, eating, toileting, and other personal care needs. When appropriate, may assist students in developing self-sufficiency skills related to personal hygiene.

Assist assigned teacher and certificated personnel with the implementation of Individual Education Plans (IEP's).

Provide routine first aid to injured students according to established procedures as needed; may administer medication according to prescribed instructions as required.

Load and unload students on buses as directed; push students in wheelchairs; lift students in and out of orthopedic equipment and position pupils; assist students with adaptive devices as needed.

Assist the instructional staff in supervising students inside and outside the classroom as assigned. Escort students to and from designated locations as assigned; may accompany students to recess, lunch and on field trips as assigned.

May accompany or assist students to and from school, or school sponsored event via bus or other district approved transportation.

Tutor individuals or small groups of students, reinforcing instruction and behavior as directed by the teachers.

Prepare for lessons as directed by the teacher.

Assist with administering and scoring a variety of tests as assigned; may proctor state exams as assigned.

Provide support in the classroom by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.

Assist certificated personnel to protect the health and safety of students by following health and safety practices and procedures.

Participate in meetings and in-service training programs as assigned.

Perform other duties as assigned related to job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Behavior modification and de-escalation techniques.

Social interaction skills of students with special needs.

Child guidance principles and practices, especially as they relate to students with special needs.

Basic subjects taught in the district schools, including arithmetic, grammar, spelling, language and reading.

Safe practices in classroom and playground activities.

Basic first aid and CPR procedures.

Health and safety regulations pertaining to position.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communications skills.

Interpersonal relations skills using tact, patience and courtesy.

Record-keeping techniques.

ABILITY TO:

- Apply behavior modification and de-escalation techniques.
- Work with students with special needs to change, alter and improve their social interaction skills.
- Assist with the instructional and related activities of a learning environment.
- Demonstrate an understanding, patient and receptive attitude toward children with special needs.
- Perform clerical duties such as charting performance, filing, duplicating and maintaining simple records.
- Print and write legibly.
- Make arithmetic calculations quickly and accurately.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing with children and adults.
- Learn and follow rules, regulations, policies and procedures.
- Work cooperatively and effectively with others.
- Supervise and discipline students according to approved policies and procedures.
- Lift objects weighing up to 50 pounds using safe and proper methods and/or equipment.
- Move objects weighing over 50 pounds using safe and proper methods and/or equipment.
- Operate a variety of instructional related equipment such as computers and duplicating machines.
- Enlist the support, interest and participation of students.
- Work confidentially with discretion.
- Provide instruction and discipline to students according to approved District policy and procedures.
- Assist handicapped students with personal care needs and activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or high school equivalency and one year of experience working with severely impaired students in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

- Must obtain de-escalation techniques training and keep certification up-to-date.
- Must obtain District behavior modification trainings or approved equivalency within six months of employment and keep certification up-to-date.
- Successful completion of the District-mandated proficiency examination.
- Must obtain First Aid and CPR certification within six months of employment.
- Possession of a valid driver license required.

WORKING CONDITIONS:

Indoor and outdoor learning environments; subject to bending, lifting and de-escalating children as needed to prevent them from harming themselves or others and working with children with special needs; subject to exposure to communicable diseases. Travel to student's homes may be required.

Job Study-1/2020

Revised – 1/2024