

GALT JOINT UNION SCHOOL DISTRICT

JOB TITLE: Instructional Assistant/Behavioral Management

DESCRIPTION OF BASIC RESPONSIBILITIES

Under direction of the Psychologist, Teacher, and/or Administrator, to provide support and inservice in the management of student behavior problems using a multi-disciplinary approach and with severely emotionally disturbed and conduct disordered students.

SUPERVISOR: Director of Educational Services/Designee

TYPICAL DUTIES

1. Assists and supports staff in designing, coordinating, and monitoring individualized behavior management programs.
2. Implements the appropriate behavior management system with staff.
3. Provides crisis management.
4. Observes the effect of prescribed medication on student behaviors.
5. When assigned, acts as liaison with outside agencies in reporting critical student behaviors, physical observations, and other related information.
6. Participates in the development and implementation of behavioral inservice training for staff.
7. Submits requested behavior observation reports.
8. Attends meetings, inservices, school, and agency activities and meetings as scheduled and/or requested.
9. Performs other duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

- proper English usage, grammar, vocabulary, spelling, and punctuation;
- general needs and behaviors of students;
- pertinent academic areas and learning situations;
- emotional make up and special learning needs of severely emotionally disturbed students;
- principles and methods of applying behavioral management techniques.

Ability to:

- demonstrate proficiency in reading, writing, and mathematical skills;
- understand the needs of special education students and effectively relate to learning/recreational situations;

- learn the requirements of the teacher and student(s) in the specific learning programs (s) to which assigned;
- provide assistance and support to staff in maintaining effective management of student behavior;
- establish and maintain accurate records and files;
- develop comprehensive reports;
- operate standard office and instructional equipment as appropriate to area of assignment;
- exercise tact, patience, courtesy, and good judgment in dealing with students;
- maintain the security and confidentiality of specified records and information;
- learn District/school policies related to student conduct, safety, and welfare in assigned areas;
- recognize the first aid and health needs of students and make decisions as to appropriate solutions;
- respond appropriately in emergency/unforeseen situations;
- meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner;
- communicate effectively verbally and in writing with staff and students;
- establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION, EXPERIENCE & REQUIREMENTS

- Equivalency to an A.A. Degree in Psychology, Child Development, or related field;
- Verification of training in the physical management of assaultive behavior;
- Demonstrated successful experience in working with children or adolescents;
- Possession of valid California Drivers License;
- First Aid Certificate including CPR;
- Pass physical evaluation as performed for District by S.I.A.
- TB test clearance;
- Criminal Justice Fingerprint clearance.

PHYSICAL CHARACTERISTICS

1. Sufficient vision to read printed materials.
2. Sufficient hearing to conduct in person and telephone normal conversations.
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write, use telephone, office, and media equipment.
5. Sufficient mobility to move about the District and drive a car.
6. Sufficient mobility and strength to restrain students as necessary.
7. Physical, mental, and emotional stamina to endure sometimes stressful conditions.

Adopted by Board January 27, 1997