

LEMON GROVE SCHOOL DISTRICT

CLASS TITLE: SPECIALIZED ACADEMIC/BEHAVIORAL ASSISTANT

DEFINITION:

Under the direction of the Site Administrator, assists in educating children identified as having special education needs by performing a variety of specialized learning techniques, communication strategies and applied behavioral activities or techniques pertaining to the instruction of moderate to severely handicapped students; assists the instructional staff by performing paraprofessional work; and performing other duties as related to this job description as required.

JOB RELATIONSHIPS:

Direct supervision by Site Administrator, classroom teachers coordinate and direct instructional tasks, district Nurse provides health-related training and monitors health care procedures, has direct contact with staff, students and parents. Staff member's services may be required while student is in a special education or general education setting. Job site location will be determined based on student need and may be assigned or reassigned by the Director of Student Services, based upon District or student need.

ESSENTIAL DUTIES:

Assist in educating children identified as special education having needs in the academic, development, and/or behavioral areas. (E)

Assist teachers with the presentation of learning materials by tutoring individual or small groups of students assigned to programs in special education. (E)

Record appropriate data regarding academic, and/or behavioral information, and file in prescribed program format. (E)

Assist in organizing and preparing instructional materials and correcting student work. (E)

Assist teacher with supervision of students in the classroom, on the playground and on study/field trips. May supervise students under the direction of the teacher in the absence of the teacher. (E)

Assist students in getting on and off the school buses, meet school buses and escort children to and from classroom. (E)

Attend inservice training activities as related to job description. Maintain student participation as required by program. (E)

May participate in Individualized Education Program team meeting or home visits, when feasible. (E)

Assist in care for student's physical needs including diapering, toileting, feeding, lifting and moving of children as needed. (E)

Learn and use assistive technology or other specialized equipment. (E)

Assist in the management and shaping of student behavioral techniques or positive reinforcement strategies. (E)

Assist in management and shaping of student communication skills through the use of a picture exchange

Specialized Academic/Behavioral Assistant – con't.

system, pivotal response technique or positive reinforcement strategy. (E)

Assist in training sensory impaired students in areas of body awareness, spatial relationships, balance, sensory-body coordination, sensorimotor integration and fine or gross motor skills. (E)

Perform other duties as assigned

KNOWLEDGE OF:

Working knowledge of discrete trial methods, pivotal response training, picture exchange communication system and/or other applied behavioral techniques or strategies

Working knowledge of behavioral modifications or management strategies and techniques and reinforcement methods

Working knowledge of child development of students

Record management, storage and retrieval procedures

Assertive and assaultive behavior protection and basic self-defense methods

Interpersonal skills using tact, courtesy and confidentiality

ABILITY TO:

Learn and apply discrete trial methods, pivotal response techniques and/or other applied behavioral analysis techniques, strategies and procedures

Learn and apply behavior modification or management strategies, techniques and reinforcement methods

Learn and apply district-accepted professional assault response behavior techniques and self-defense procedure

Supervise students with behavioral aggressiveness

Learn and utilize teaching aids, assistive technology or communication devices used by special education students

Maintain confidentiality at all times concerning students and their families

Follow written protocols and procedures as specified

Follow universal precautions to ensure personal safety

Administer First Aid and Cardiopulmonary Resuscitation

Function adequately in emergencies

Learn procedures, functions and limitations of the assigned duties

Specialized Academic/Behavioral Assistant – con't.

Perform the duties of a rigorous work schedule which may include periods of sitting, standing, repetitive motions, behavioral management techniques and data collection

Speak and write grammatically correct English and perform mathematical concepts

EDUCATION AND EXPERIENCE:

High school graduate or equivalency

Paid or volunteer experience working with children in an institutional, educational or childcare setting is highly desirable, preferably settings involving children with autistic or severe behavioral needs

Crisis Intervention or Professional Assault Response Training desirable

LICENSES AND OTHER REQUIREMENTS:

District pre-employment test

Post-offer physical examination and drug screen

Fingerprint clearance from the Department of Justice

Tuberculin skin test before employment and every four years thereafter or a chest x-ray

Current valid California driver's license

Current First Aid Certificate

Current Cardiopulmonary Resuscitation Certificate

ENVIRONMENT:

Classroom

Outdoor playground

Bus supervision

Community based instruction settings

PHYSICAL DEMANDS:

Lift, carry, push, pull up to 40 pounds

Dexterity of hands and fingers to operate a computer keyboard

Hearing and speaking to exchange information in person and on the telephone

Seeing to assess injuries and illness

Specialized Academic/Behavioral Assistant – con't.

Full range of motion in upper and lower extremities to assist students with mobility

Kneel, crouch, squat or sit on the floor with children for up to 30 minutes at a time

Run, move quickly in order to keep up with children in the classroom or on the playground

HAZARDS:

Contact with aggressive behavior, which may include scratching, biting, hitting or kicking

Contact with blood-borne pathogens

Communicable diseases

Board approval date: