

VISTA UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT – BEHAVIORAL INTERVENTION

DEFINITION

Under general supervision of the site Administrator, provide Applied Behavioral Analysis (ABA) to designated students in a variety of educational settings including home, community and classroom; participate in behavior modification and management of students; assist students with and demonstrate proper physical care and hygienic needs; perform related duties as assigned.

ESSENTIAL DUTIES

Provide one-on-one or small group Applied Behavior Analysis (ABA) to designated students in a variety of educational settings including the home, community and classroom; drive a vehicle to conduct work.

Confer with supervisors, teachers and specialists to coordinate instructional efforts, implement Individualized Education Programs (IEP's) and create daily behavioral learning activities; utilize appropriate methods of instruction to achieve goals and objectives set forth in the IEP.

Work with individual students in a variety of areas based on individual needs such as sitting and attending, generalization, stimulus control, sensory integration, functional skills, communications and language development skills, self-help, visual perception and academics including appropriate prompts to build independence; utilize the Picture Exchange Communication System (PECS) methodology; prepare instructional materials.

Assist students with and demonstrate proper methods of physical care and personal hygiene, including toileting, eating, grooming and dressing; capitalize on appropriate behaviors and establish favorable reactions to environmental cues.

Prepare and maintain daily data, records, notes and progress reports related to assigned students and activities; maintain confidentiality of sensitive and privileged information.

Observe, monitor and report progress regarding student performance and behavior to District staff; confer with supervisors, teachers and specialists to apply behavior modification and management programs.

Observe and manage behavior of students according to approved procedures; build motivation in students by rewarding performance of desired behaviors and completion of tasks with tangible or external reinforcement.

Accompany and monitor students in a variety of non-classroom activities including community based outings that assist students with developing social and community skills; assist students on and off the bus as necessary.

Operate a variety of office and instructional equipment including a copier, laminator and computer and assigned software; operate adaptive equipment such as augmentative communication devices as necessary.

Assure the health and safety of students by following health and safety practices and procedures.

Assist in social skills training programs under the direction of the ABA supervisor to assist students in training for personal hygiene, taking care of personal needs, and developing basic self-sufficiency.

Attend and participate in meetings, workshops, and in-service trainings to share information and learn skills and techniques used in behavior intervention.

Assist with student assessments as directed.

Direct students in group activities as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

Learning activities appropriate for students with behavior disorders/autism.

Techniques used in controlling, motivating and reinforcing students.

Basic first aid, CPR and emergency treatment procedures.

Safe practices in classroom and playground activities; health and safety regulations.

Interpersonal skills using tact, patience and courtesy.

Appropriate English usage, punctuation, spelling and grammar.

Basic Math.

Record keeping techniques.

Ability to:

Provide one-on-one Applied Behavior Analysis (ABA) including Discrete Trial Training to designated students in the home, community or classroom.

Demonstrate an understanding, patient, and receptive attitude toward students.

Observe and manage behavior of students according to approved procedures.

Monitor and evaluate student progress.

Work independently with little direction.

Communicate effectively orally and in writing.

Operate a variety of office and instructional equipment including a computer and assigned software.

Prepare and maintain records and reports.

Maintain confidentiality of student and school information.

Learn the procedures, functions and limitations of assigned duties.

Understand and carry out oral and written directions.

Establish and maintain cooperative working relationships.

Observe health and safety regulations.

Drive a vehicle to conduct work.

Administer First Aid and CPR.

EDUCATION AND EXPERIENCE

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

Possession of a secondary school diploma or its recognized equivalent and one of the following: 1) completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; 2) possession of an associate's (or higher) degree; or 3) pass a rigorous District-administered assessment that demonstrates the knowledge and ability to assist in instructing, reading, writing, and math, at a level meeting State and Federal requirements.

Two years of paid or volunteer experience working with children in an organized setting; experience working with students with autism is highly desirable; and experience in applied behavioral analysis is highly desirable; or any other combination of training and experience that would likely provide the required knowledge and abilities may be considered, however, experience cannot substitute for the required minimum education.

LICENSES AND OTHER REQUIREMENTS

Valid California Driver's License

Valid CPR Certificate

Valid First Aid Certificate

WORKING CONDITIONS

Classroom, community and home environment; driving to student's homes; subject to exposure to communicable or infectious diseases, emergency medical situations; potential for contact with impulsive, frustrated and agitated students, who may demonstrate aggressive behaviors.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Lifting, carrying, pushing and pulling up to 40 pounds unassisted.

Dexterity of hands and fingers to operate a variety of assigned equipment.

Bending at the waist, kneeling or crouching to assist students.

Standing, stooping, walking, and running after fleeing students.

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

Seeing to monitor students and read a variety of material.