



Leadership • Collaboration • Support

JOB TITLE: Behavior Assistant

CSEA Salary Schedule, Range 21

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

To provide individual and small group instruction through specific Individualized Educational Program (IEP) goals using behavioral principles and data keeping management. Supervises students while being transported to and from school or school activities.

Under the direction of a Behavior Analyst, provide coaching and training of school-based behavior intervention plans and behavior goals for individual students using behavioral principles and data monitoring.

JOB REQUIREMENTS AND QUALIFICATIONS

- High school diploma or G.E.D. equivalent.
- Associates degree, 48 units from an institution of higher education, or a passing grade on all sections of the assessment test given by the Solano County Office of Education (SCOE).
- Ability to establish and maintain effective working relationships with county office personnel, and school district personnel.
- Ability to exercise good judgment and seeking appropriate assistance preferred.
- Ability to understand and carry out oral and written instructions.
- Experience with positive behavior skill intervention implementation preferred.
- Experience with specialized populations with behavior needs preferred.
- Experience with specialized instructional techniques such as Applied Behavior Analysis, Individual Discrete Skill Training, Picture Exchange Communication Systems (PECS), and other evidence-based practices preferred.
- Experience modeling and coaching behavioral strategies preferred.

- Experience working in settings with limited daily supervision and intense instructional goals preferred.
- Experience identifying issues which interfere with behavior program implementation.
- Experience collecting data, monitoring, and implementing data driven behavioral goals preferred.
- Experience with peer integration strategies preferred
- Physical mobility and flexibility needed for bending, lifting, and other movement involved in student training.
- Ability to assist young or disabled students on and off the bus and program vehicles.
- Ability to handle confidential materials with discretion.
- Experience with spreadsheet data input preferred.
- Experience with neurodiverse populations with behavior needs preferred.
- Experience with early childhood coursework preferred.
- Maintain crisis intervention training certification.
- Possession of a valid California driver's license.

ESSENTIAL DUTIES

- Provides direct observation to ensure student's Behavior Intervention Plan is carried out with fidelity.
- Provides student-specific training of interventions to all staff including Teachers, Paraeducators, Health Aid Paraeducators, Speech and Language Pathologists, Occupational Therapists, Music Therapists, Adaptive Physical Education Teachers, and Non-public Agency Aids.
- Assists in the development of positive behavioral strategies.
- Implements strategies for positive behavioral management.
- Assists staff with the implementation of interventions through modeling, shadowing, and coaching techniques.
- Trains staff in student-specific use of prompts, discriminative stimuli, consequences, and processing time.

- Trains in a variety of curriculum, instruction, and intervention techniques (e.g., functional communication training, PECS, social skills, and positive behavior interventions).
- Trains all staff regarding data collection, including frequency and duration.
- Assists in the Functional Behavior Assessment process.
- Assists in the development of Behavior Intervention Plans.
- Assists in the training of emergency behavioral interventions.
- Provides rapid response to emergency behavior situations.
- Performs program related clerical work such creating visual supports, creating data sheets, filing, maintaining service provider log, analysis of data and graphing.
- Performs task analysis at assigned sites for initial training and ongoing support, including follow-up activities related to data collection.
- Maintains ongoing communication linkage with behavioral services and school and parents about student's program.
- Responsible for completing all required documentation and reports.
- Provides transfer/transportation of materials/supplies from place of purchase/supply to home/classroom site or other student training sites.
- Provides support to train students in integrated settings and natural environments, including community-based instruction (CBI).
- Supervises students in the performance of specialized learning functions such as cleaning, life skills, crafts, cooking, baking, etc.
- Attends student team meetings and revises implementation strategies as appropriate.
- Assists with classroom or other SCOE sites as needed.
- Prepares instructional materials by cutting, pasting, designing, typing, duplicating materials, setting up materials and equipment, ordering supplies, etc.
- Supervises assigned students on bus or program vehicle.
- Assists driver with student behaviors.
- Drives program vehicle with or without students.

MARGINAL DUTIES

- Assists students with toilet functions; taking them to the bathroom, changing diapers, assisting students with cleanup and changing clothes when necessary.
- Assists students in physical education and motor skill activities such as balancing, throwing and catching, swimming, sensory perception, etc.
- Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a framework of the policies and procedures.

SUPERVISION EXERCISED

None.

PHYSICAL ACTIVITY REQUIREMENTS

This position requires a physical examination be taken and passed based on the physical requirements listed below.

Work Position (Percentage of Time):

Standing (60%) Walking (20%) Sitting (20%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (3) Bending (4)

Pushing and/or
Pulling Loads (3) Reaching
Overhead (2) Kneeling or
Squatting (3)

Climbing Stairs (2) Climbing Ladders (1)