

INTENSIVE BEHAVIORAL INSTRUCTION ASSISTANT

JOB SUMMARY

Under the general direction of an Intensive Behavioral Instruction Teacher, the assistant provides intensive behavioral instruction assistance to students who have severe behavioral and communication disorders. The assistant drives to various school sites and student homes to deliver intensive behavioral intervention training services.

ESSENTIAL DUTIES

- Provides one-on-one intensive behavioral instructional assistance to designated students in a variety of educational settings, including classroom, home and community settings, as directed by supervisor or other specialist.
- Follows documented therapy plans for intensive behavioral treatment.
- Confers with instructional personnel and provides input regarding student progress.
- Documents student progress; assists with informal documentation.
- Assists instructional personnel with development of learning materials and reinforcement strategies.
- Assists instructional personnel/parents with behavior management of students.
- Assists in supervision of students.
- Tutors students individually or in small groups to reinforce learning, in accordance with the Individualized Education Program (IEP).
- Schedules activities, prepares charts, records, graphs, or otherwise displays student performance data.
- Assists in training students in personal hygiene and developing self-sufficiency.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: High school diploma and some experience in working with individuals with disabilities are required. An Associate's degree or completion of at least two years of study at an institution of higher learning and one year of experience in working with students with autism are highly desirable.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Special needs and requirements of students with autism.
- Child guidance principles and practices related to children with special education and autistic needs.
- Intensive Behavioral Instruction Assistance methods and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Recordkeeping and report preparation techniques.
- Personal hygiene practices.
- Health and safety regulations.

Ability to:

- Provide one-on-one Intensive Behavioral Instruction assistance to students, including Discrete Trial Training.
- Maintain accurate records and status reports.
- Demonstrate a patient, receptive and understanding attitude toward students.
- Work independently with little direction.
- Maintain confidentiality of sensitive and privileged information.
- Determine appropriate action within clearly defined guidelines.
- Complete tasks in a timely manner.
- Interact successfully with parents, students, supervisors, school staff, and community agency representatives.
- Use good judgment in making independent decisions to respond to student requests and needs.
- Follow assigned techniques to be used with specific students.
- Communicate effectively in English.

LICENSE: Must possess and maintain a valid Class C California Driver License and remain insurable at the standard insurance market rate.

WORKING CONDITIONS: Works in a home or classroom environment with students with severe behavioral problems, who may have severe physical or emotional difficulties. Sitting, stooping, crouching, standing, and walking to work with assigned student. Dexterity of hands and fingers to operate office equipment, learning aids and instructional materials. Hearing and speaking to model clear English speech. Drives to various district sites. May occasionally lift or move a student weighing up to 50 pounds. May be subject to physical and emotional outbursts by students, including such behaviors as kicking, spitting, scratching and biting.