



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

April 2019

Revised Job Description

Personnel Commission Approval: May 14, 2019

Board Approval: April 15, 2019

Instructional Aide - Behavior (Special Education)

Definition

Under the supervision of an assigned supervisor, provide behavioral intervention instruction and guidance to students with intensive behavioral/emotional needs. Perform a variety of clerical and supportive duties related to tutoring and instructional activities including actively monitoring classroom behavior.

Essential Duties and Responsibilities

- Support instruction to individuals or small groups of students with special needs as assigned;
- Assist students in prescribed learning activities;
- Monitor student conduct and utilize approved behavior management techniques to redirect and modify inappropriate behaviors;
- Participate in Intensive Behavior Intervention staff development in-services;
- Monitor, observe, and report behavioral data of students according to approved procedures;
- Assist students upon arrival and departure at school and throughout the day;
- Assist students by providing appropriate modeling, emotional support, positive attitude, and general guidance;
- Communicate with teachers and assigned staff regarding student progress, behavior, and needs;
- Assist students with washing, eating, toileting, and other personal care needs;
- Assist students in learning proper personal hygiene and in developing self-sufficiency;
- Assist teacher and other classroom staff in supervision of assigned students in physical and instructional activities;
- Perform and assist team with District approved Emergency Behavior Intervention when needed;
- Attend a variety of meetings, workshops, and trainings as requested;
- Assist teachers in mainstream classrooms with special education students as needed.

Required Qualifications

- Current CPR and First Aid certification prior to starting the assignment and maintain current at all times;
- The equivalent of graduation from high school and either completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education or attainment of an Associate of Arts degree or higher.

Preferred Qualifications

- One year of experience working with special needs students, including students with autism and emotional disturbances and/or students who may be struggling with mental health issues such as disruptive behavior, anxiety, or trauma;
- Completion of coursework at an accredited institution of higher education in child development, education, and/or psychology is desirable;
- Bilingual in any language including American Sign Language is highly desirable;
- Experience in observing and charting student behavioral data;
- Training in implementing Emergency Behavior Intervention techniques.

Knowledge of

- Personal needs and behavior characteristics of children with disabilities including special needs and requirements of students with autism and emotional disturbances or behavioral needs;
- Instructional accommodations and modifications for students with disabilities;
- Administrative practices and procedures, including recordkeeping and filing practices and procedures.

Ability to

- Provide instruction and related guidance activities in a classroom or assigned learning environment;
- Operate a computer and standard office equipment;
- Organize, set priorities, and exercise sound judgment within areas of responsibilities;
- Organize and maintain confidential student records and files;
- Implement behavior management techniques used with individuals with special needs;
- Implement training techniques and chart behavior as directed by a teacher or specialist;
- Communicate effectively orally and in writing;
- Understand and follow instructions;
- Use tact, discretion, courtesy, and patience in dealing with sensitive and difficult students and situations;
- Establish and maintain effective working relationships with district staff, teachers, parents, students, and others encountered in the course of work;
- Assist in the physical transfer of students.

This position will be paid on the appropriate step of the Classified salary schedule:

- Range 144
- School Year