



Inst Asst 3 / Behavior Spec

Purpose Statement

The job of Inst Asst 3 / Behavior Spec is done for the purpose/s of supporting the school's leadership team in establishing, sustaining, and adjusting a comprehensive system of supports for students with high-risk behavior utilizing proactive and preventive measures to ensure the academic and behavioral success of students; coordinates and provides behavior interventions; monitors student progress through qualitative and quantitative measures, provides recommendations regarding adjustments to student behavioral and academic intervention plans; provides support in the areas of behavior, discipline, attendance, and drop-out prevention; provides guidance for teachers to improve their knowledge and skills with classroom management, engaging students in learning, and building positive relationships that promote student success.

This job is distinguished from similar jobs by the following characteristics: Requires applicant to meet highly qualified requirements. Plans, prepares, and delivers instruction or directs interventions. Communicates and collaborates with administration, teachers, and parents. May supervise other Instructional Assistant 1 and 2 employees as directed by school administration.

This job reports to Building Principal

Essential Functions

- Attends meetings (e.g. safety, site advisory, attendance, discipline, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Carries out, and assists in the development of, student intervention plans developed by the administrative team for the purpose of ensuring the academic and behavioral success of students.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Intervenes in occurrences of inappropriate behavior and truancy of students for the purpose of assisting students in modifying such behavior and developing successful interpersonal skills.
- Manages student discipline and attendance policies for the purpose of enforcing school, district and state policy and maintaining safety and efficiency of school operations.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a variety of electronic and print records (e.g. attendance data, behavior reports, parent communications, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information (e.g. program overviews, data collection, suggested improvements, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Supervises student activities as assigned by the building principal for the purpose of ensuring student safety and appropriate behavior.
- Supports principal for the purpose of providing assistance with appropriate behavioral interventions, monitoring student behavior, responding to classroom management needs, and assisting with administrative functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles, and concepts of management and supervision.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; and adapting to changing work priorities.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 25% sitting, 45% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Passing score on ETS ParaPro assessment OR
Has completed 48 units of college-level coursework meeting current requirements OR
Has completed an associate degree

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 3