



Inst Asst 4 / Behavior Spec

Purpose Statement

The job of Inst Asst 4 / 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 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 student plans as created 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.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to the school environment.
- 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 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, meetings, and/or events; 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 wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create 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 limited supervision following standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on 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

Valid Driver's License & Evidence of Insurability
Has completed 48 units of college-level coursework meeting current requirements OR
Associates Degree or
Passing score on Praxis Para-pro assessment

Continuing Educ. / Training:

Required to work some evenings
Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 4