



## PITTSBURG UNIFIED SCHOOL DISTRICT

# BEHAVIORAL SUPPORT ASSISTANT SPECIAL EDUCATION

### CLASSIFICATION SPECIFICATION

#### **DEFINITION:**

Under the direction of an assigned supervisor, provide support to students and staff in a variety of Special Education classroom settings, assist in data collection and monitoring of behavior support services and plans; perform a variety of specialized learning techniques, communication strategies and applied behavioral activities or techniques pertaining to the instruction of mild to severely handicapped students, and mental health; assist in modeling the use of positive behavior support and intervention techniques for other staff; perform a variety of routine clerical and supporting activities for instructional and therapy personnel.

#### **DISTINGUISHING CHARACTERISTICS:**

Positions in this classification are distinguished by the assignment of duties which include:

#### **EXAMPLES OF DUTIES:**

- Assist instructional and therapy personnel to plan, organize, and conduct instructional and therapy activities with students identified as special education
- Observe and control behavior of students according to approved procedures
- Assist students by using approved behavioral strategies, positive reinforcements, social stories, peer facilitation and peer training for the purpose of teaching appropriate social behaviors in accordance with student's IEP goals
- Assist students with following classroom routines and transitions for the purpose of providing pro-active support to diminish negative student behaviors.
- Communicates with teachers and others members of the instructional team regarding students' daily progress for the purpose of assessing daily progress.
- Supervise students according to approved policies and procedures
- Monitor and assist students in drill, practice and study activities
- Direct students into safe learning activities and functions
- Assist in the implementation of lesson plans as directed by the teacher
- Assist in the preparation of a variety of materials and learning aids
- Perform routine first aid as needed
- Confer with teachers concerning programs and materials to meet the needs of the students
- Maintain confidentiality of student records and information according to established guidelines
- Accompany mainstream students to general education classrooms as assigned
- Monitors students during assigned periods within a variety of school environments (e.g. rest rooms, breakfast and lunch time, hallways, bus loading zones, cafeteria, playground, etc.)

- Provide instructional assistance
- Operate instructional and office equipment
- Perform related duties as assigned.

## **MINIMUM REQUIREMENTS:**

### **Knowledge of:**

- Basic math, including calculations using fractions, percentages, and/or ratios;
- Written language procedures and writing processes
- Concepts of grammar and punctuation
- Stages of child development and learning styles
- Age appropriate activities and expectations
- Basic record-keeping techniques
- Job related codes, laws, rules regulations and policies
- Cultural differences with the ability to work collaboratively with diverse groups and individuals
- Positive behavior intervention strategies
- Behavioral management techniques used with children with exceptional needs
- Discrete Trial Training techniques, preferred but not required
- Appropriate interpersonal relations using tact, patience and courtesy

### **Ability to:**

- Implement behavior management techniques appropriate for students with exceptional needs
- Implement training techniques
- Chart behavior
- Assist with the instruction and related activities of a special education or assigned learning environment
- Operate a variety of educationally related machines and equipment
- Understand the exceptional needs of children with social/emotional/behavioral needs
- Monitor and observe student behavior according to approved policies and procedures
- Develop rapport and relate to students with physical, mental or learning challenges
- Understand and comply with professional boundaries
- Work confidentially with discretion
- Set priorities
- Establish and maintain cooperative and effective working relationships
- Perform clerical duties related to classroom activities
- Understand and follow multi-step, complex directions – both oral and written
- Communicate effectively both orally and in writing with children and adults
- Read, interpret, apply and explain rules, regulations, policies, and procedures
- Work with constant interruptions
- Work within a stressful situations
- Understand and work within scope of authority

**Training and Experience:**

- High School Diploma or GED required.
- Two (2) years of paid or volunteer experience working with children with special needs and behavioral challenges in an educational or childcare setting is highly desirable.
- College coursework or degree in an area related to working with children with exceptional needs desirable.
- Board Certified Behavior Analyst (BCBA) training or coursework desired.

**Working Conditions:**

- Fast-paced work environment.
- Sitting or standing for long periods of time; Bending at the waist; Kneeling or crouching to assist students
- Hearing and speech to exchange information and make presentations
- visual acuity to allow for the reading of assignments and to monitor students
- must be able to lift 50 pounds

**TERMS OF EMPLOYMENT:**

Work Year: 11 Months (238 days)  
Salary Schedule: Classified – CSEA Range 34

Board Approval: February 6, 2019