

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISED/APPROVED JANUARY 2024**  
**RANGE: 38.0**  
**CLASSIFIED**  
**CODE: 5, 7**

### **INSTRUCTIONAL ASSISTANT III – BEHAVIOR EMPHASIS**

#### **DEFINITION**

Under the supervision of the Director II - Assessment and Support and with direction from the Program Specialist - Behavior Emphasis, provides individualized applied behavioral and instructional support strategies and techniques.

#### **EXAMPLES OF DUTIES**

Assist instructional personnel in reinforcing instruction to individual or small groups of students in an assigned classroom or other learning environment;

collect and maintain data and anecdotal records on student behavior;

under supervision, provide individualized applied behavioral support to identified special education students;

assist instructional personnel with the development and presentation of learning materials and instructional exercises;

may provide a variety of instructional and behavior assistance to individual students one-on-one in support of special instructional programs;

assist in the implementation of Individual Education Plans (IEP);

monitor behavior of students in the classroom, lunch areas, library, playground and other learning environments according to approved procedures; intervenes as necessary;

report progress regarding student performance and behavior;

redirect student behavior according to established techniques and procedures; provides positive behavior interventions;

implement behavioral strategies and program modifications in accordance with assigned students IEP and BIP's;

administer and score various tests and assessments as directed;

prepare mandated reports and documentation as required;

attend and participates in assigned meetings and staff development trainings;

assure the health and safety of students by following established practices and procedures;

maintains a learning environment in a safe, orderly and clean manner;

communicates with teachers and certificated personnel to support students' needs and progress;

assist the classroom teacher in all aspects of classroom instruction and behavior support;

maintain appropriate documentation, records, and reports;

participate in developing data collection systems, and monitor data collection to ensure the success of the behavior plan;

perform other related duties as assigned or required.

## **QUALIFICATIONS**

### Knowledge of:

Basic concepts of child growth and development and developmental behavior characteristics, particularly pertaining to pupils with special learning needs;

behavior management strategies and techniques relating to pupils experiencing behavioral difficulties;

positive behavioral interventions and applied behavior analysis;

ProAct crisis interventions;

model appropriate behavioral interventions;

communicate effectively in oral and written form;

learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a training and educational environment;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships with children and adults;

work with staff in developing data collection systems, and monitor data collection to ensure the success of the behavior plan;

appropriate English usage, punctuation, spelling, and grammar;

basic arithmetic concepts;

routine record storage, retrieval, and management procedures.

### Ability to:

Demonstrate an understanding, patient, and receptive attitude toward students, particularly those exhibiting development delays;

appropriately manage student behavior and guide student toward more acceptable social behaviors;

appropriately administer basic first aid;

communicate effectively in oral and written form and, depending on the assignment, use manual communication techniques to communicate with the hearing impaired;

perform routine clerical tasks and operate a variety of educational and office related machines and equipment;

learn to utilize a variety of appropriate speech therapy materials and procedures in the enhancement of a training and educational environment;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships with children and adults;

access community resources to best serve infant/toddler and family needs;

work effectively in unsupervised and uncontrolled environments;

stoop, bend, crawl, lift 50 lbs., and see and hear sufficiently to perform the duties listed above.

*Experience:*

Three (3) years of full-time work experience in a public or private agency working with children who exhibit behavioral or social maladjustments or post-secondary study in the area of child development, developmental disabilities, or social or human services.

*Education:*

Equivalent to the completion of the twelfth grade. Must submit proof of passage of the Basic Proficiency Test as required by California state law.

Post-secondary study in the areas of child development, developmental disabilities or social or human services desired.

*Conditions of employment:*

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

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5/25/2022

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