

North County Joint Union School District
500 Spring Grove Road
Hollister, CA 95023

CLASSIFIED POSITION

JOB TITLE: Special Education Behavior Support Specialist

SALARY RANGE: 18

Description of Basic Functions and Responsibilities:

Under the direction of District Administration, provides specialized support to students with special needs; monitor, assess and adjust environmental or Behavior Intervention Plans, and instructional strategies and activities to meet the needs of identified students; trains Paraeducators and other District staff regarding the autism spectrum and other disorders as needed. Assists in modifying curriculum.

Directly Responsible To:

Classroom Teacher
Resource Specialist for Special Education
Site Administration

Examples of Duties

1. Provides specialized support to students with special needs including, but not limited to; Autism, Downs Syndrome and others mainstreamed in general education classrooms and in the resource classroom
2. Monitors, assesses, and adjusts instructional, environmental and behavior modification activities in response to student needs, problems and progress.
3. Assists in developing, implementing, and conducting in-services and training activities concerning behavior modification and related principles, standards, issues, guidelines, practices, procedures, plans, strategies and techniques for staff and others.
4. Participates in the design, development and implementation of IEP goals, objectives and behavior planning.
5. Observes and assesses classrooms and instructional activities to support a positive and structured environment for students with special needs, recommends modifications classroom environments as appropriate.
6. Compiles data and information, and prepares and maintains various IEP records, reports and files related to students, progress, observations, performance, behavior and assigned activities.
7. Operates a variety of standard office equipment including a computer and assigned software, including IEP programs.
8. Understands the student IEP data within the IEP system (e.g., SIRAS) and the California School Information System (e.g., CALPADS). (Is the backup person for these programs.)
9. Applies specialized techniques/strategies such as behavior intervention strategies and assistive technology (if needed) as required.
10. Prepares instructional materials and cleans up after activities
11. Supervises students and assists in maintaining order on the yard, playground, lunch area and during other school activities such as field trips.

12. Assists special needs students in learning and following classroom routines.
13. Accompanies students going from one location to another, if needed.
14. Assists certificated staff in administering a variety of formal and informal assessments.
15. Assists with student's hygiene if needed.
16. Cross trained to cover other District SPED Aide positions including; Special Education/Special Needs Aide, 1-1 Specialist Aide, and Special Education Aide (see job descriptions).
17. Performs other duties as assigned.

Required Qualifications:

1. Principles, practices and techniques involved in the monitoring, analysis and treatment of students with special needs.
2. Child guidance principles and practices related to children with disabilities.
3. Principles, practices and methods used in the assessment of student needs, behavioral problems and progress.
4. IEP practices, procedures and techniques.
5. Instructional methods, strategies and techniques related to students with Autism and other identified needs.
6. Knowledge of problems and concerns of students with special needs.
7. Operation or standard office equipment including a computer.
8. Oral and written communication skills.
9. Interpersonal skills using tact, patience, courtesy and confidentiality.
10. Record-keeping techniques.
11. Development and implementation of a Behavior Implementation Plan.

Training, Experience and Educational Requirements:

Completion of the 12th grade or equivalent

Current First Aid and CPR Card

Completed at least 48 semester units of study at an institution of higher education (college level) or obtained an Associates (or higher) Degree or extensive training in Special Education

Additional experience working with students in an inclusion setting. Two years experience providing behavioral support or related services to students and families

Training in behavior management, inclusion, visual aids, disability awareness and specific disabilities. (preferred)

Registered Behavior Technician training preferred.

Possession of a valid California Driver's License

Physical Effort/Work Environment:

Physical Demands of Position

The following essential physical requirements:

1. Seldom
2. Occasional
3. Often
4. Frequent

1. Ability to stand or sit for prolonged periods of time (4)
2. Ability to sit in chairs and/or floor and lean over desks for prolonged periods of time (4)
3. Ability to walk, twist, turn, squat, crawl, stoop, crouch, kneel, bend over, grasp, reach overhead, push and pull (4)
4. Ability to hear and understand speech at normal levels (4)
5. Ability to read (4)
6. Ability to communicate so others will be able to clearly understand normal conversation (4)
7. Ability to grasp and manipulate small objects (2)
8. Ability to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard (3)
9. Physical strength sufficient to periodically lift and/or carry 50 pounds; occasionally lift 80 or more pounds with assistance (3)
10. Lift, push and /or move up to 75 pounds of static weight (1)
11. Occasionally push and/or pull a variety of tools, equipment, or objects weighing 80 or more pounds (2)
12. Ability to restrain a student with proper training provided (3)
13. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make value judgments and decisions (3)

Work Environment:

1. Inside and outside
2. School environment
3. Physical, mental, and emotional stamina to perform the duties and responsibilities of the position
4. Ability to deal with both adults and students

Work hazards:

1. Subject to exposure to communicable or infectious diseases

Daily Service: To be determined as needed