

Solano County  
Office of Education

JOB TITLE: Behavior Assistant (Range 19)

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

To provide home-based or school-based individual and small group instruction through specific Individualized Education Programs (IEP) goals using behavioral principles and data keeping management. Supervises students while being transported to and from school or school activities.

JOB REQUIREMENTS AND QUALIFICATIONS

- High school diploma or G.E.D. equivalent.
- An Associates degree, 48 units from an institution of higher education, or a passing grade on all sections of the assessment test given by the Solano County Office of Education (SCOE).
- Ability to understand and carry out oral and written instructions.
- Experience with peer integration strategies preferred.
- Experience identifying issues which interfere with behavior program implementation and seeking appropriate assistance preferred.
- Experience with positive behavior skill intervention implementation preferred.
- Experience collecting data, monitoring and implementing data driven behavioral goals preferred.
- Physical mobility and flexibility needed for bending, lifting, and other movement involved in student training.
- Ability to exercise good judgment.
- Ability to assist young or disabled students on and off the bus and program vehicles.
- Ability to handle confidential materials with discretion.
- Experience with spreadsheet data input preferred.
- Experience with specialized populations with behavior needs preferred.
- Experience with specialized instructional techniques such as Applied Behavior Analysis, Individual Discreet Skill Training, Picture Exchange Communication Systems, Floor Time, TEACCH, and Social Stories, preferred.

- Ability to establish and maintain effective working relationships with county office personnel, school district personnel, outside agencies, and parents.
- Experience with early childhood coursework preferred.
- Experience modeling and coaching behavioral strategies preferred.
- Experience working in settings with limited daily supervision and intense instructional goals preferred.
- Experience planning and organizing age-appropriate materials preferred.
- Possession of a valid California driver's license preferred.

## ESSENTIAL DUTIES

- Performs class-related clerical work.
- Performs task analysis at assigned sites for initial training and ongoing support, including follow-up activities related to data collection.
- Provides ongoing communication linkage with behavioral services staff, school and parents about student's program.
- Responsible for completing all required documentation and reports.
- Provides transfer/transportation of materials/supplies from place of purchase/supply to home/classroom site or other student training sites.
- Provides support to train students in integrated settings and natural environments.
- Supervises assigned students on bus or program vehicle.
- May assist driver with student behavior problems and keeping an orderly bus.
- May be required to drive program vehicle with or without students.
- Assists with classroom or other SCOE sites as needed.
- May prepare instructional materials by cutting, pasting, designing, typing, duplicating materials, setting up materials and equipment, ordering supplies, etc.
- Supervises students in the performance of specialized learning functions such as cleaning, life skills, crafts, cooking, baking, etc.
- Attends student status meetings and revises implementation strategies as appropriate.

## MARGINAL DUTIES

- Assists students with toilet functions; taking them to the bathroom, changing diapers, assisting students with cleanup and changing clothes when necessary.
- Assists students in physical education and motor skill activities such as balancing, throwing and catching, swimming, sensory perception, etc.
- Performs related duties as required.

## SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a framework of the policies and procedures.

## SUPERVISION EXERCISED

None

## PHYSICAL ACTIVITY REQUIREMENTS

This position requires a physical examination be taken and passed based on the physical requirements listed below.

Work Position (Percentage of Time):

Standing (60%)                      Walking (20%)                      Sitting (20%)

Body Movement (Frequency):

None (0)    Limited (1)    Occasional (2)    Frequent (3)    Very Frequent (4)

Lifting – lbs. (0-40)                      Lifting (3)                      Bending (4)

Pushing and/or  
Pulling Loads (3)                      Reaching  
Overhead (2)                      Kneeling or  
Squatting (3)

Climbing Stairs (2)                      Climbing Ladders (1)