

JOB TITLE: Behavior and Academic Support Specialist (Range 18)

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

To provide school-based individual and small group academic instruction and behavior using identified best practices and data management. To implement the positive behavior intervention and supports (PBIS) and restorative models in all school activities.

JOB REQUIREMENTS AND QUALIFICATIONS

- High school diploma or G.E.D. equivalent
- Associate degree or 48 units from an institution of higher education
- Experience in tutoring and supervising small groups of students
- Minimum of six (6) months experience working with children
- Must have valid CPR and First Aid certification, or ability to obtain certification
- Must have Non-Verbal Crisis Intervention (verbal and nonverbal components) certification or ability to obtain it
- Ability to understand and follow both oral and written instructions
- Experience identifying issues which interfere with appropriate school behavior and ability to consult with teacher and administrator for intervention
- Experience collecting data, monitoring, and implementing data driven behavioral goals preferred
- Ability to exercise good judgment
- Ability to handle confidential materials with discretion
- Experience with spreadsheet data input and presentation preferred
- Experience with populations with behavior needs preferred
- Experience with classroom management strategies based on student engagement and behavioral principles

- Ability to work with students in specialized and regular settings, with patience and understanding
- Ability to establish and maintain effective work relationships with students, teachers, parents, and the general public
- Ability to learn and follow safety rules and regulations of the Solano County Office of Education Court and Community School programs
- Possession of a valid California driver's license preferred

ESSENTIAL DUTIES

- Implements classroom strategies based on the PBIS model
- Provides academic support to students in small group or individually under teacher supervision
- Active member of the school PBIS team
- Assists teachers in supervising students during all school activities
- Collects data on students' academic productivity and behavior and reports out at PBIS team meetings and other progress meetings
- Co-facilitates restorative justice circles and conflict resolution
- Attends student progress meetings and provides behavior and academic data
- Assists teachers in classroom management and in addressing behavior problems
- Escorts students safely within the school campus
- Assists certificated teacher in operating classroom and instructing individual or small groups of students
- May be required to drive a program vehicle with or without students
- Participates in staff meetings and completes professional development as directed by the supervisor
- Supervises students in community-based or regular education-based programs
- May work independently with a group of students in the absence of the teacher

- Assists certificated teacher in developing lesson materials and plans, identifying students' needs, and maintaining records after students' dismissal
- Assists individual students in specific problem areas, as necessary
- Takes proper action in situations that threaten the safety of the students or staff based on received training
- Assists students in use of computers
- Assists in maintaining a clean and orderly classroom
- Orders, inventories, and secures materials and equipment.

MARGINAL DUTIES

Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of 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 (20%) Walking (10%) Sitting (70%)

Body Movement (Frequency):

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

Lifting – lbs. (0-40) Lifting (1) Bending (3)

Pushing and/or
Pulling loads (1) Reaching
Overhead (2) Kneeling or
Squatting (2)

Climbing Stairs (1) Climbing Ladders (1)