

**TITLE: INSTRUCTIONAL ASSISTANT/DRIVER – BEHAVIOR MANAGEMENT**

- QUALIFICATIONS:**
1. High school diploma and passage of Kern High School District proficiency test or equivalent proficiency test
  2. Demonstrated knowledge of and the ability to assist in instructing reading, writing and mathematics or reading readiness, writing readiness and mathematics readiness, as appropriate
  3. Minimum of 48 semester units; course work from accredited college in behavior management, psychology, child development or other related area desirable or 1-2 years' experience working with individuals with exceptional needs whose primary needs relate to social emotional/behavioral domains and who require intensive behavior management and intervention to access educational goals
  4. Understanding of the Individualized Education Program (IEP) and Behavioral Support plan process; ability to implement individual education and behavior support plans, gather and interpret data and to provide reports for teacher
  5. Knowledge of crisis management techniques; ability to react effectively in emergency situations; knowledge of and ability to exercise appropriate crisis intervention when necessary
  6. Certification of completion of full 20 hour ProAct Crisis Intervention Training within the first 120 days of employment and maintain current certification
  7. Ability to communicate effectively with staff, students, parents and community
  8. Physical ability to perform duties of job
  9. Bilingual ability may be required depending on assignment
  10. Valid California driver's license and clean driving record

**REPORTS TO:** Administrator as assigned

**JOB GOAL:** To transport Special Education students in safe and responsible manner; to provide effectively functioning learning environment by assisting in instruction and maintenance of appropriate classroom and site behavior of students with special needs

**PERFORMANCE RESPONSIBILITIES:**

1. Transports Special Education students to needed services
2. Under direction of teacher or other appropriate staff assists in individual or small group instruction; assists students in variety of instructional, recreational, health and personal activities as assigned
3. Assists in implementation of pupil behavior management plans which may involve use of approved behavior modification, physical management techniques or other skills to establish and maintain appropriate behavior
4. Assists in ensuring physical safety where students, due to nature and severity of disabilities, are or may be prone to, accidents and/or assaultive or abusive behaviors
5. Accompanies and assists students to and from transportation and activities on campus; may accompany students on bus or other transportation as needed
6. Assists in establishing and maintaining clean, safe and pleasant learning environment; assists in implementation of student Individualized Educational Plan through variety of classroom, site and community activities as assigned; prepares, sets up and organizes instructional materials and equipment for daily use
7. Assists in lifting, moving and positioning students as necessary to render various forms of personal care which may include but are not limited to feeding, dressing, grooming, toileting, diapering, therapy and specialized health care procedures; assists students in use of wheelchairs, braces or other orthopedic equipment; may be required to use mechanical lifting or other equipment

8. Performs routine clerical tasks related to position such as recordkeeping, filing and duplicating; assists with enrollment procedures, cafeteria counts, attendance verifications and other common classroom routines and activities
9. Maintains current knowledge of skills and techniques related to position; attends training sessions, workshops and other inservice activities as needed
10. Maintains confidentiality of student records in accordance with District and legal requirements
11. Assists with ProAct Crisis Intervention as needed
12. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year according to current schedule; classified salary schedule, class 17

**EVALUATION:** Performance of this job will be evaluated in accordance with the district's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable.