

Job title	<i>Behavioral Support Assistant</i>
Reports to	<i>Dean of Students</i>

Job purpose

The Behavioral Support Assistant will provide support to all students, including but not limited to students with behavioral issues. The Behavioral Support Assistant will implement comprehensive positive behavioral support plans and effective behavior management strategies; deliver instructions; and participate as a member of the educational team.

Duties and Responsibilities

- Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups, and varied disabilities.
- Model appropriate behavioral interventions.
- Communicate effectively in oral and written form.
- Perform routine clerical tasks and operate a variety of educational and office related machines and equipment.
- Learn to create, modify and 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 students and adults.
- Assist the classroom teacher in all aspects of classroom instruction and behavior support.
- Implement Behavior Strategic Plan/Behavior Intervention Plan and prescribed behavior strategies.
- Support students throughout the school day including hallway transitions and lunch.
- Supervise and provide appropriate assistance to students in special education, general education, and community settings throughout the school day including transportation to and from school.
- Maintain appropriate documentation, records, and reports.
- Must be able to meet and interact with employees and parent/guardians in routine situation, which require tact, discretion and courtesy.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

Qualifications & Skills

- High School Diploma or equivalent
- Must have the ability to pass the Paraeducator/Instructional Aide exam or have completed two years of study at an institute of higher education or have an Associate of Arts (AA) degree or higher
- Preferred experience in an urban public school or charter school setting.

Physical requirements



Must have ability to sit and/or stand for extended periods of time and capable of bending and lifting light to minimally heavy objects.

Approved by:	
Date approved:	
Reviewed:	