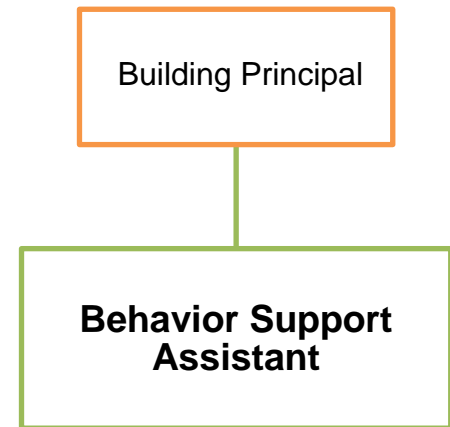


BEHAVIOR SUPPORT ASSISTANT

Job Title:	Behavior Support Assistant
Initial:	April 9, 2020
Revised:	June 22, 2022
Work Year:	School Year
Office:	Education
Department:	Assigned Building
Reports To:	Building Principal or Designee
FLSA Status:	Non-Exempt
Pay Range:	Educational Support Personnel Range 8

Related Organization Chart



POSITION SUMMARY: The Behavior Support Assistant supports a range of behavioral interventions across all settings and environments. The assistant will work with the school administrative team, counseling team, and teachers to meet the needs of students with challenging behaviors and to support students with social/emotional needs. The support provided by the Behavior Support Assistant is inclusive of both general education and special education students.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Provides appropriate behavioral, social, emotional, and/or academic modeling and supports to students using research-based interventions and strategies as directed by building administrators and counselors.
- Supports building administrators with the management of discipline referrals (i.e. liaison between administrators and teachers, enters information into database systems, supervises students during referral process).
- Provides appropriate emotional and social support to students using research-based interventions and strategies as directed by building administrators and counselors.
- Supports the administrative and counseling teams with student attendance issues.
- Provides instructional support and supervision support for students in a variety of individual, small group, and whole-group activities to implement goals for remediation of student behaviors and ensure the overall success of each student.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Maintains a record of students' activities, progress, behaviors, observation sheets, point sheets and other data collection as directed by school administrators.
 - Supports with the collection of data, as directed, for Multi-Tiered System of Supports (MTSS) purposes.
 - Supports with interventions concerning student goals as outlined in various student plans.
 - Utilizes district provided CPI training appropriately and consistently.
 - Utilizes district approved Restorative Practices in student intervention.
 - Acts as a liaison between the administrative and counseling teams and the students' teachers and parents including relaying messages and seeking feedback on how interventions are working.
 - Supports with student assessments as needed and directed.
 - Ensures the confidentiality of students and staff at all times.
 - Stays within the scope of the Behavior Support Assistant role when providing support to staff by ensuring that all communication is based on the directions of the administrative and counseling teams.
 - Demonstrates professional qualities including role modeling, respect for others' positions, relationship building, and following through on assigned tasks.
 - Participates in professional development and trainings as directed.
 - Follows the assigned schedule and works in an ethical and collegial manner.
 - Performs other related duties as assigned.

Supervision & Technical Responsibilities: This position does not supervise other employees.

Budget Responsibility: This position does not have any direct budget responsibility.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- Title I funded positions: Associate's degree, 48-semester credits, or pass district approved para educator test.
- Training or willingness to be trained in nonviolent crisis intervention (CPI) techniques.
- Training or willingness to be trained in Restorative Practices.

Experience:

- 2-3 years of experience working with students with significant behavioral needs preferred.

Knowledge Skills & Abilities:

- Excellent oral and written communication and interpersonal relations skills.
- Basic math skills.
- Customer service and public relations skills.
- Critical thinking and problem-solving skills.
- Organizational skills.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to communicate effectively with various stakeholders.
- Ability to maintain excellent attendance.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Ability to understand and follow complex oral and written instructions.
 - Ability to perform responsibilities without the necessity of close supervision.
 - Must be proficient in the use of personal computers and devices, Google Suite, as well as common software including Microsoft Word, Excel, and PowerPoint.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire.
- Valid Colorado driver's license required for hire.
- If not CPI trained, complete training within six months of hire.

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 25 pounds frequently.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.