

OAK PARK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL ASSISTANT III (**BEHAVIOR - SPECIAL EDUCATION**)

DEFINITION

This is a 4.5 to 6 hour position working with special education students between the ages of 3 and 21, with the specific assignment based on the needs of the student(s) and program.

SALARY: *See current classified salary schedules*

Under the supervision of a Principal and the direction of a behavior specialist, certificated teacher and/or other certificated personnel, assist educators in providing intensive behavior intervention (as well as academic and other support) to individual or small groups of students with special needs and identified disabilities, in general or special education environments; utilize knowledge of applied behavior analysis and methodology; prepare instructional materials; and perform clerical duties including data collection and progress monitoring in support of student performance and behavior.

ESSENTIAL DUTIES

Under the direction of a behavior specialist, certificated teacher and/or other appropriate certificated personnel, implement intensive behavioral intervention to select individual or small groups of students with exceptional needs; provide support to specialists and other educators by implementing visual, behavioral, social, and/or communication strategies that enhance student behavior and performance; prepare and develop age/grade appropriate instructional materials to support the intervention and subject matter being taught; participate as appropriate in consultation with educational teams to develop and refine behavior intervention strategies; provide input to special education specialists on student performance, progress, and behavior; alert appropriate team members of any special problems or information concerning student(s); observe, monitor, control, and redirect behavior of students within approved guidelines and established behavior plans; use approved techniques for responding to students whose behavior may escalate to self injurious or physically aggressive; develop and use incentives as positive reinforcement; demonstrate knowledge of prompting hierarchies to avoid prompt dependence; facilitate the development of independence and generalization of learned behaviors and skills to multiple settings; maintain confidentiality; respond to student behaviors in a discreet manner that maintains the student's integrity; remain current in the knowledge and application of applied behavior analysis by participation in on-going trainings, workshops, and seminars provided by the District, Ventura County SELPA, or other approved agencies; perform other duties as assigned that support the overall objectives of the position.

EMPLOYMENT STANDARDS

Knowledge of: Working knowledge of the principles and practices of applied behavior analysis and positive behavior support; knowledge of autism and other developmental disabilities; basic knowledge of document requirements for special education students and programs; knowledge of and skills at using computers and other equipment to support learning, record information, adapt materials, and send communications; effective interpersonal skills; effective oral and written communication skills; proficiency with data collection methods.

Ability to: Work successfully with students with severe developmental delays and/or behavior challenges; apply principles of reinforcement and applied behavior analysis; interact cooperatively with certificated and classified staff, students, parents, and administrators.

Education and Work Experience:

- A high school diploma (or its equivalent)
- One year of experience working with students in an organized setting
- Two years of college (48 units) **OR** an AA degree (or higher)
- Completion of Crisis Prevention Intervention (CPI) training
- Minimum of 20 hours of specialized training in the area of autism/applied behavior analysis
- Minimum of 10 hours of supervision by a behavior specialist, school psychologist, or other appropriate personnel.

WORKING CONDITIONS

General or special education learning environments; other locations on campus as appropriate to support students with special needs.

APPLICATION PROCEDURES

Contact the Personnel Office for application form: 5801 E. Conifer Street, Oak Park, CA 91377

PHYSICAL ABILITIES

- *Visual capability to read handwritten or typed documents, and the display screen of various office equipment and machines.*
- *Able to conduct verbal conversation.*
- *Able to hear normal range verbal conversation (approximately 60 decibels).*
- *Able to sit, stand, stoop, kneel, bend, walk.*
- *Able to climb slopes, stairs, steps, and ladders.*
- *Able to sit for sustained periods of time.*
- *Able to kneel or squat for extended periods of time.*
- *Able to lift up to 70 pounds frequently, and 80 occasionally.*
- *Able to carry up to 70 pounds frequently, and 80 occasionally.*
- *Able to push and pull objects weighing up to 80 pounds.*
- *Able to sustain strenuous manual labor for 4 hours with legal breaks.*
- *Able to exhibit full range of motion for shoulder external rotation and internal rotation.*
- *Able to exhibit full range of motion for shoulder abduction and adduction.*
- *Able to exhibit full range of motions for shoulder extension and flexion.*
- *Able to exhibit full range of motion for elbow flexion and extension.*
- *Able to exhibit full range of motion for back lateral flexion.*
- *Able to exhibit full range of motion for hip flexion and extension.*
- *Able to exhibit full range of motion for knee flexion.*
- *Able to demonstrate manual dexterity necessary to assist students with buttoning clothing and eating, operate a computer or assist staff with toileting procedures.*
- *Able to operate a variety of office and audio-visual equipment in a safe and efficient manner.*

Position created: Spring 2011