



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

Instructional Assistant – (ABA) Applied Behavior Analysis

JOB SUMMARY:

Under the direction of Special Education certificated staff and the general supervision of the Director, Special Education and site administrator or designee, administers Applied Behavior Analysis (ABA) tutoring to students to assist children in acquiring learning and social skills, participate in behavior modification and management of students, and assist students with and demonstrate proper physical care and hygienic needs.

CLASS CHARACTERISTICS:

This class is distinguished from other classes in the Instructional Series by being assigned to work with students having severe behavior challenges and/or learning needs. Incumbents are expected to assist Special Education certificated staff working with assigned students to achieve behavior, educational and/or daily living skill goals as established by the certificated staff or Program Specialist to implement the students Individual Education Plan (IEP). Some incumbents may be required to travel between more than one school site.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Conduct specific behavioral therapy with students one-on-one or in groups using behavior intervention plans while maintaining strict confidentiality at all times;
- Collect data, prepare summary, and record anecdotal therapy notes of student's progress in targeted behavioral areas;
- Confer with certificated staff and Program Specialist to provide input regarding student progress, performance and behavior;
- Administer drills and implement program accommodation and modifications as directed and according to the needs of the students IEP;
- Assist assigned children in communication and social activities; work with children in their development of psycho-motor, self-help and social skills;
- Use positive reinforcement to assist students in their development and behavior; identify appropriate replacement behaviors, guidance and strategies needed to further enhance student development;
- Assist and supervise in the toilet training, toileting, diapering, dressing, cleaning, feeding, lifting of children as necessary and maintain awareness of the disability of each child;
- Observe and control the behavior of students according to approved procedures;
- Assist with overseeing students during class, tutoring, playground, eating activities, during fire and earthquake emergencies and preparedness drills; assist in transferring children to and from buses, special equipment, classrooms, and events;
- Build, maintain and organize student program notebooks and prepare materials to use in therapy; confer and identify with certificated staff any new teaching materials;
- Participate in training sessions as provided by District/West Orange County Consortium

- for Special Education (WOCCSE);
- Administer basic first aid or CPR as needed, perform other health and safety related functions; notify appropriate personnel of health related issues as necessary;
- Attend staff meetings and trainings as required;
- Prepare and maintain a variety of records, reports and program materials and perform a variety of clerical tasks;
- Provide demonstration and instruction to less experienced aides through modeling and/or shadowing techniques;
- Operate, remove, and replace special equipment, devices, orthopedic braces, wheelchairs, while monitoring cleanliness and functionality of such apparatus;
- Assist in maintaining a disciplined, neat, orderly and attractive learning environment;

SUPERVISION:

General supervision is received from the Director, Special Education and site administrator or designee. Direction is provided by Special Education certificated staff.

Supervision is not exercised over other employees. However, leadership and/or guidance may be provided to Instructional Assistants as assigned.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- General needs and behavior of children diagnosed with autism;
- Appropriate behavior management techniques and interventions for use with special education students;
- Child guidance principles and practices as they relate to students with learning disabilities;
- Record keeping systems and methods;
- Appropriate safety and health procedures and precautions;
- Basic mathematics and science, English usage including reading, grammar, spelling, and punctuation;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications.

Ability to:

- Successfully complete ABA/DTT training including: methods, practices and terminology used in applied behavior analysis;
- Effectively use behavior management techniques and deliver therapy;
- Follow behavioral intervention plans identified in student IEPs;
- Utilize a variety of instructional materials and procedures to enhance a positive educational environment;
- Oversee and discipline students in accordance with approved policies and procedures;
- Exercise flexibility, patience and sensitivity;
- Operate various office equipment, including data and word processing equipment and software programs;

- Communicate effectively with children and adults, demonstrating poise, patience, sensitivity and understanding;
- Maintain confidentiality in all communications, including with parents, staff and students;
- Maintain accurate records and schedules;
- Work independently, understand and carry out instructions;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

- High School Diploma or equivalent;
- Passing the Instructional Assistant Competency Examination or equivalent;
- Some post-secondary education in child development or early childhood education is desirable.

Experience:

- Prior paid or unpaid experience working with the severely disabled and knowledge of applied behavior analysis methodology is desirable.

Licenses Required:

- Certification/verification of successful completion of required ABA/DTT training within 3 months of hire;
- Some positions may require possession of a valid and appropriate California Driver License;
- Within two (2) months of employment required to possess and maintain valid current First Aid and Adult/Child CPR Certificates.

All the above certificates must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT, AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The working environment is both in and out-of-doors exposed to sunlight, wind and weather elements found in a Southern California beach community. Has hands in soapy water and wears latex/vinyl gloves; is frequently exposed to minor and on occasion to severe contagions including blood borne pathogens and illnesses; has constant direct contact with disabled students and frequent contact with students, staff and the public, occasionally in difficult interpersonal situations.

Physical Demands:

Requires frequent standing, sitting, bending, stooping, kneeling; occasionally runs after eloping students, climbs stools or step ladders and reaches over head. Performs heavy work with frequent lifting, carrying, pushing objects/students weighing up to 50 pounds. Uses fingers on both hands; frequently twists wrists/hands when manipulating materials. Requires rapid mental and muscular coordination. Visual acuity sufficient to see and observe student activities and behavior; speech and vocal capacity sufficient to be heard by students in a noisy environment; hearing sufficient to be able to know when a student is having difficulty or is being disruptive. Employment contingent upon passing a physical and back evaluation test.

SALARY RANGE

Range 26

Classified Bargaining Unit

Revised 9/10/09, 12/16/10, 10/10/13, 8/13/15

Job Description Review and Revisions Effective: 3/14/19