

Job Title: Educational Assistant - Behavior Support (Federal)

FLSA Exemption Status: Non-Exempt

Term: 180 days

Minimum Qualifications:

1. Preferred - Associate Degree, or a minimum of 48 semester hours of college credit.
2. Not less than a high school diploma or general equivalency diploma (copy of diploma or transcript must be submitted upon employment), and demonstrable proficiency in reading and writing skills.
3. At least one (1) year of experience so that with appropriate training, service may be provided in the specific role for which employed; and
4. Meets health and physical requirements.

Job Objectives/Goals:

To provide assistance to Behavior Support Coordinator and Building Principals where applicable and as directed.

Responsibilities and Essential Functions:

1. Prepare, assemble, laminate, cut, Velcro, and organize behavior-support materials and student visuals.
2. Assist in creating visual schedules, reinforcement/incentive systems, choice boards, calm-down/regulation visuals, and other individualized supports as directed by the Behavior Support Coordinator.
3. Maintain and organize behavior-support supplies, sensory materials, visuals, and other resources.
4. Complete student check-ins when needed as assigned by the Behavior Support Coordinator.
5. Provide encouragement and reinforcement to students during scheduled check-ins.
6. Help maintain simple documentation related to completed student check-ins, distributed materials, and assigned tasks.
7. Communicate relevant observations or concerns to the Behavior Support Coordinator.
8. Maintain student confidentiality and follow all district policies and procedures.
9. Attend work on a regular and predictable basis; and
10. Perform other related duties as assigned within the scope of the position.

Skills and Abilities Required:

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Form Perception: To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
4. Manual Dexterity: Ability to move hands easily and manipulate small objects with the fingers.
5. Color Discrimination: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

Physical Demands:

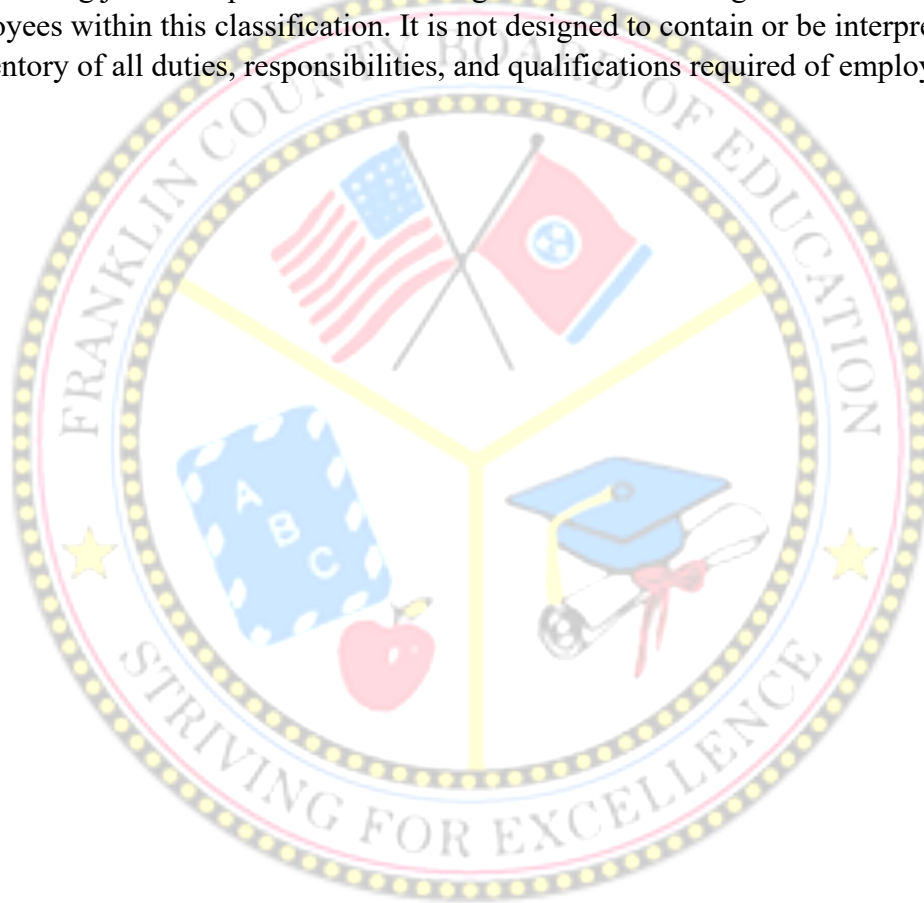
This job may require lifting of objects that exceed fifty (50) pounds, or the average weight of a child, if assigned

to elementary grades, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping, kneeling and/or crawling
4. Reaching
5. Talking
6. Hearing
7. Seeing

Reports To: Behavior Support Coordinator and Building Principals where applicable

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.



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