

## BEDFORD COUNTY BOARD OF EDUCATION

**Job Title:** Special Education Behavior Educational Assistant

### POSITION DESCRIPTION:

- The Special Education Behavior Educational Assistant will, under the supervision of the BCBA and the Supervisor of Special Education, provide academic, physical and emotional support to students with autism spectrum disorders or behavior difficulties in order for them to benefit as fully as possible from his or her educational program.

### ESSENTIAL DUTIES:

- Maintains student confidentiality, as mandated by both State and Federal law, at all times. **Breach of student confidentiality constitutes grounds for immediate dismissal.**
- Never contacts parents via telephone, cell phone, text message, email, or in writing.
- Defers all inquiries or concerns from parents, teachers or other staff members regarding student(s) to the school administrator or supervising teacher.
- Assists with student management.
- Assists students in interpreting and following directions of the teacher.
- Performs informal and functional assessment activities and keeps appropriate records.
- Assists teacher and BCBA in collecting and maintaining data about the learner's behavior and progress.
- Implements behavioral management programs developed for individual learners.
- Implements strategies prepared by teachers/providers to facilitate the development of social and communication skills, self-esteem, creativity, and self-reliance through play and other age-appropriate activities.
- Assists teachers with crisis intervention and discipline.
- Assists teachers with structuring environment, schedule, and tasks to facilitate success of the individual learner.
- Assists teachers in fading prompts and assistance to promote generalization of learning and independence of learner.
- Assists student(s) in math, reading, and other curricular tasks, as directed by the supervising teacher, guiding and helping, but **never** assuming the role of the teacher.
- Accompanies the student(s) to whom assigned to various points about the school, campus, and community as directed by supervising teacher.
- Assists with the supervision of students during emergency drills, play periods, and other school-related activities.
- Satisfactorily completes all staff development and training activities required by the school system. This training is on-going and may include, but will not be limited to, precautions and/or proper practices in the areas of: behavior management; physical restraint; CPR; seizures and other health or medical conditions; and other topics as determined by the needs of individual students and the Supervisor of Special Education. **Staff Development and training are mandatory requirements for this position.**
- Establishes as fully as possible a supportive and sympathetic relationship with the student(s) to whom assigned without fostering or encouraging intense emotional involvement.
- Follows district policies for protecting the health, safety, and well-being of children and youth.
- Performs other duties as assigned by the supervising teacher, BCBA or appropriate administrator.
- Consults with teachers during regularly scheduled meetings to share information that will

facilitate the planning of learning experiences for individual students with Autism Spectrum disorders.

- Attends IEP meetings and other staff meetings at the request of the BCBA or administrative personnel.
- Maintains a record of attendance by completing timesheets accurately, arrives and departs at specified times, signs in/out at all locations, and notifies appropriate personnel when they must be absent.
- Promptly complete and submit absences within WillSub.

## **QUALIFICATIONS:**

- Must meet all health, physical and background-check requirements.
- Must meet at least one of the following:
  - Hold an associate's degree or higher;
  - Have an equivalent of two (2) years of college coursework (48 hours) at an accredited institution of higher learning; or
  - Pass the Para-Pro Assessment.
- Previous experience working with special needs students or as an educational assistant in a public school setting preferred.
- Able and willing to take direction and work effectively both on a team and independently.
- Must have a good work attendance record.
- Must have effective oral and written communication skills.

## **PHYSICAL REQUIREMENTS:**

- Standing – *Frequent*
- Walking – *Frequent*
- Sitting – *Occasional*
- Bending/Stooping – *Occasional*
- Reaching/Pulling – *Occasional*
- Climbing – *Infrequent*
- Running - *Occasional*
- Driving – *Frequent*
- Lifting 40-50 lb. – *Occasional*
- Carrying – 25 lb. – *Occasional*
- Manual Dexterity Tasks - *Frequent*
- Physical Restraints - *Occasional*

## **EVALUATION:**

- Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

**TERMS OF EMPLOYMENT:** Ten Months (the 180 days students are in attendance)

**IMMEDIATE SUPERVISOR:** Supervisor of Special Education and Board Certified Behavior Analyst

**SALARY:** Level I, Pay Grade 7 and \$1500 supplement