



**BERKELEY UNIFIED SCHOOL
DISTRICT**
Human Resources Department

**CLASSIFICATION AND
POSITION DESCRIPTION**

TITLE:	Behavioral Intervention Specialist	REPORTS TO:	Assigned District Office Administrator or Supervisor
DEPARTMENT/SCHOOL:	As assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10 months/Calendar 5002 Hours as assigned
APPROVED: Board Commission		SALARY GRADE:	Schedule: 56 Range: 42

BASIC FUNCTION:

Under the direction of a certificated administrator or program supervisor, assist certificated teachers and/or other service providers in reinforcing instruction to individual or small groups of students with special needs; assist in providing learning activities and meeting the special needs of assigned students in areas related to behavioral challenges and/or anti-social behaviors in a specialized designated Intervention environment; monitor and report student progress regarding behavior and performance; assist students in developing various self-help, social and community skills. Assists with implementation of Individual Education Programs; provide routine clerical duties in support of educational program.

DISTINGUISHING CHARACTERISTICS:

Instructional Assistant I-Special Education incumbents provide instructional support to students classified with mild to moderate learning and/or emotional disabilities.

Instructional Assistant II-Special Education incumbents provide instructional support, health and hygiene services and behavior modifications to students classified with mild to moderate or moderate to severe learning and/or emotional disabilities. Incumbents in this class may be trained in specialized health care procedures.

Behavioral Intervention Specialist incumbents provide instructional support to students with behavioral challenges and/or anti-social behaviors.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist in maintaining a learning environment in a safe, orderly and clean manner; provide classroom support by setting up work areas and displays and distributing and collecting paper, supplies and materials
- Assist in maintaining the health and safety of students by following health and safety practices and procedures
- Assist in monitoring, classroom supplies; assist in ordering and arranging for food items as appropriate
- Assist students to perform and develop independent living and self-help skills such as shopping, counting money, cleaning and related activities as assigned; assist students to develop social, vocational and job searching skills as assigned
- Assist with maintaining student records and files related to progress, behavior and assigned activities; prepare mandated time accounting reports and documentation as required; collect data and monitor student progress
- *Assists in individualized instruction to meet educational objectives of students requiring behavior intervention strategies.*
- *Attend IEP meetings as necessary to share information about individual students.*

- *Coach students in communication, self-control and cooperation.*
- *Collect daily progress data on assigned student and provides that data to designated administrators or supervisors.*
- Communicate with faculty, staff, administrators and others to exchange information and resolve issues or concerns; answer telephone calls, take messages and provide general class and student information as assigned
- Escort students during the regular duty day as assigned to and from designated locations; accompany students on fieldtrips, recreational therapy activities, social events and during outdoor activities; may accompany students to District-sponsored events or recreational functions *and ride school buses.*
- Implement Behavior Intervention Plan(s) as directed.
- *Implement and model developmental social skills.*
- Maintain confidentiality of student information in accordance with state and federal mandates
- Observe and redirect behavior of students according to approved procedures; monitor and interact with students during outdoor, physical education and other recreational activities as directed; develop incentives as positive reinforcement; reinforce behavior modification techniques determined by the teacher
- Operate a variety of office and classroom equipment including a copier, computer and software as appropriate
- *Participate in team implementation of behavioral and treatment plans.*
- Perform routine clerical duties in support of educational activities such as preparing, typing, duplicating and filing instructional materials; distribute and collect student assignments, documents and various forms Reinforce concepts and ensure student understanding of assignments and homework instructions; reinforce vocabulary and concepts as necessary; assist students with meeting individual education goals and objectives; collect data and report progress regarding student performance and behavior
- *Provides input, as requested, in the development and assessment of individual student goals and objects prior to IEP meetings.*
- Read books to students and observe their reading abilities; assist students with letter and word pronunciation and recognition; assist students with assignments such as reading, writing and mathematics
- Respond to student medical emergencies according to District protocol and prepare related paperwork as appropriate
- Perform related duties as assigned