

Cupertino Union School District
Cupertino, California
Job Description

ABA PROGRAM ONLY
LEAD INSTRUCTIONAL ASSISTANT SPECIAL EDUCATION-SPECIALIZED (ABA)

For Emotionally Disturbed & Behavior Management Assignments

GENERAL REQUIREMENTS:

Under general supervision of qualified teachers, school nurse or program specialist, provides specialized instruction, health or behavior service to students in Special Day Classes (SDC) for severely emotionally disturbed and behavior management or provide individual care to students with specialized health care or learning needs. The instructional assistant will receive direct supervision from the school administrator and direction from the classroom teacher, school nurse or program specialists.

RESPONSIBILITIES:

1. Assists teachers and other professional personnel with instructional, health and/or behavioral management activities.
2. Tutors individual students and small groups of students to reinforce and follow up on learning activities; monitors and assists students through drills, practice and study trip activities; supervises students as directed.
3. Works with students with multiple physical, emotional, and learning disabilities.
4. Provides specialized physical health care services to students who require such services during the school day. All services are provided pursuant to a physician's authorization and under the direction of a qualified school nurse, qualified public health nurse or licensed physician or surgeon.
5. Maintains and monitors the organization and completeness of individual student data binders ensuring appropriate entries by IA SP-SPZ assigned to students.
6. Reviews daily lesson plans with instructional personnel; consults with teacher and program specialists regarding student's individualized education program (IEP) and health care plan.
7. Assists program specialists with the presentation of learning materials and instructional exercises, maintaining appropriate timeliness. Introduce next target lessons based upon documented mastery.
8. Assists students in the development of small muscle and eye-hand coordination activities; leads other IA SP ED-SPZ in implementing activities designed to help students achieve motor control, body awareness and behavioral management.
9. Observes behavior of students to see that they do not injure themselves or others; notes students' progress and reports to appropriate personnel.
10. Sets up work areas and prepares materials independently or under direction of program specialist for appropriate instructional activities. This may include independent determination of new target lessons as determined by data recorded in student records.
11. Engages in physical and sometimes strenuous activities with students such as lifting, weight shifting and positioning of students.
12. Operates a variety of instructional media and equipment and maintains and distributes an inventory of textbooks, supplies and equipment.
13. Provides a variety of clerical and supportive tasks; maintains confidential student records and files and, upon request, attends team meetings and parent conferences related to curriculum and/or student-related concerns.
14. May be responsible for leading Team meetings in the absence of program specialists or classroom teacher.
15. Assist program specialist in determining behavior plan based on recorded Functional Analysis data.

JOB DESCRIPTION

LEAD I/A SP ED-SPECIALIZED (ABA)

16. Attends to the personal care needs of some students with physical limitations; implements health care and physical care procedures such as toileting, washing, and feeding. This may also include assistance with educational aids such as typewriter, tape recorder, visual and hearing amplification aids, braces, crutches, and wheel chairs.
17. Attends training regarding physical care, health care, daily living assistance, behavior management, crisis intervention, as appropriate.
18. Assists student in developing skills which lead him/her to join the mainstream educational environment and to help student to work independently.
19. Performs other related duties as assigned.

QUALIFICATIONS:

1. A minimum of two (2) years experience in special education or working with children with special needs.
2. College level degree in behavior management highly desirable. Course work related to behavior management theory required.
3. Ability to maintain harmonious working relationships with students, staff and community.
4. Ability to perform simple clerical work.
5. Ability to make decisions quickly regarding health and safety of students.
6. Education equivalent to the completion of the twelfth grade and the ability to pass the district competency tests; course work/training in special education, psychology or child development desired. Willingness to complete appropriate training with ability to pass related proficiency tests.
7. Ability to pass district physical examination to determine if candidate can handle strenuous physical activity. (Class IV)
8. CPR and first aid certification may be required.
9. Knowledge of positive behavior modification techniques.
10. Ability to speak clearly and effectively, follow oral and written directions; maintain confidentiality of records and discussions; empathize with the special needs of disabled students; work independently, engage in strenuous physical activities; react with flexibility to students with learning/behavioral and/or physical disabilities.