



## KONOKTI UNIFIED SCHOOL DISTRICT

### **JOB TITLE:** NCLB Para Educator III – Behavior Intervention Assistant (BIA)

**JOB SUMMARY:** The Konocti Unified School District Behavior Intervention Assistant (BIA) under direction of Administrators, Teacher or Psychologist performs various tasks assisting with the behavioral and educational needs of non-severe K-12 students. The BIA may be required to work in the following settings including but not limited to; classrooms, buses, cafeterias, learning laboratories. They may be required to assist in student program areas including but not limited to: counseling, guidance, volunteer programs, playground, monitoring student behavior, health duties (basic first aid, special needs students), 1:1 assistance and supervision, record keeping, field trips and other related activities. The BIA will also communicate regularly with staff regarding student needs and performance.

### **REQUIRED QUALIFICATIONS (Education and Experience)**

- High School Education or Equivalent
- Demonstrated proficiency in basic reading, writing, and mathematics skills, as required by EC
- 45344.5 and 45361.5.
- AA Degree; or 48 post high school units; or passage of NCLB Para Test

### **ABILITY TO:**

- Interact effectively and positively with students; staff; parents and general public
- Perform duties and show initiative with little or no supervision
- Interpret and apply district/school rules and policies with good judgment
- Effectively work in an atmosphere characterized by frequent changes
- Maintain student confidentiality
- Work as a team member with the teacher and other site personnel.
- Ability to speak Spanish desirable\*

### **ESSENTIAL FUNCTIONS OF THIS POSITION MAY INCLUDE:**

1. Assist with the adaptation and implementation of appropriate activities and curriculum identified in a student's behavior support plan.
2. Carry out behavior management techniques according to student behavior support plan or IEP.
3. Assist and support implementation of classroom wide behavior expectations; redirect inappropriate behavior and reinforce appropriate behaviors.
4. Assist with the daily reporting, recording and documentation of student behaviors for assessments and or reports, maintain files and records, input into student information system as needed.
5. Attend periodic meetings with supervisor to review implementation and appropriateness of behavior documentation and program implementation.
6. Assist in preparation of instructional technology, classrooms and student areas for instructional use. Prepare and set out supplies, materials and equipment as needed.
7. Provides instructional support to individual or small groups of students (K-12) as directed.
8. Performs duties with students 1:1 under direction of supervisor per IEP.
9. Assist site administrator in maintaining a safe school environment.
10. Assist with transition activities throughout the day; including but not limited to escorting students to and from buses, including monitoring students while on the bus.
11. Supervise lunchroom, and playground activities.
12. Assist with student supervision at special events, field trips and activities.

13. Secure and maintain district provided restraint training certification.
14. Perform other related duties as assigned.

**WORKING HOURS AND PERIOD:** Unless otherwise provided in the collective bargaining agreement between the Konocti Unified School District and the member representing group, the holidays, vacations, sick leave, lunch period and breaks are as provided by law. Hours may vary by school site and school hours.

**ESSENTIAL PHYSICAL REQUIREMENTS:** Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

1	Seldom	=	Less than 25%	3	Often	=	51-75%
2	Occasional	=	25%-50%	4	Very Frequent	=	76% and above

4	a. Ability to work at a desk, conference table or in meetings of various configurations.
4	b. Ability to stand and circulate for extended periods of time.
4	c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter.
4	d. Ability to hear and understand speech at normal levels.
4	e. Ability to communicate so others will be able to clearly understand normal conversation.
4	f. Ability to bend and twist, kneel and stoop, run and crawl.
4	g. Ability to reach in all directions.
3	h. Ability to lift 25 pounds.
	i. Ability to carry 50 pounds

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

**SALARY:** Range 2 on Classified Salary Schedule

**CLASSIFICATION:** NCLB Para Educator III – Behavior Intervention Assistant

**CLASS FAMILY:** Para Educator

**Board Approved:** 5/6/2015

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Konocti Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived age, ancestry, color, disability, ethnicity, gender, gender expression, gender identity, gender information, immigration status, marital status, medical information, national origin, parental status, pregnancy status, race, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

Title IX Compliance Officer  
Kim Harris  
9430B Lake Street  
Lower Lake CA 95457  
707-994-6475  
[kim.harris@konoctiusd.org](mailto:kim.harris@konoctiusd.org)