

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Behavior Management Assistant
Department:	Clinical Day Program
Reports to:	Principal
Supervises:	n/a

Description of job:

Position Summary:

This position requires an ability to work with students who may demonstrate both academic and behavioral health challenges within a specialized program (CDP). Work involves the development of effective personal relationships with students, which may require an unusual amount of patience, consistency, flexibility, tolerance and empathy on the part of the employee. This position requires the frequent and consistent implementation of individual and program based behavioral intervention programs as well as, the collection of daily student data. This position works under the direct supervision of the classroom teacher and program administrator.

Essential Duties and Responsibilities:

1. Provides ongoing academic and emotional support to students.
2. Effectively performs Crisis Prevention and Intervention techniques (both de-escalation and physical restraint) and completes required documentation.
3. Monitors students in a variety of settings and in a variety of situations.
4. Processes student interactions and behaviors with students in order to determine more appropriate actions in the future.
5. Collaborates with certified and non-certified staff in order to improve student outcomes.
6. Collects and maintains student academic, behavioral and safety data.
7. Participates in meetings related to individual students, program implementation and program procedures.
8. Participates in ongoing program professional development.
9. Implements behavioral intervention plans with fidelity and in a consistent manner.
10. Follows and implements all program specific procedures and protocols.
11. Works under the supervision of the classroom teacher and program administrator.

Other Duties and Responsibilities Include the Following:

1. Establish and maintain positive working relationships building administrators, colleagues, teachers and service providers.
2. Demonstrate the ability to work collaboratively with team members.
3. Demonstrate awareness and sensitivity to the cultural diversity of our student population.
4. Adheres to established confidentiality standards.
5. Projects a positive and professional image at all times.
6. Performs other duties as assigned by the building/program administrator.

Applicants will be hired through an interview process. Final hiring decisions are at the discretion of district administration.

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Protective Personal Equipment: n/a					
Classification:	Sedentary:	Light:	Medium: X	Heavy:	Very Heavy:
<i>Classification Key:</i>					
<i>Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;</i>					
<i>Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;</i>					
<i>Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;</i>					
<i>Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;</i>					
<i>Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.</i>					
Driving Requirements:	None: x	Manual:	Automatic:		

Work Environment			
Floor Surface:	Tile or Carpet		
Inside:	Up to 100%	Outside:	Up to 25%
Lighting:	Fluorescent or Incandescent		
Vibration:	n/a		

PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 50 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

CARRYING						
Maximum weight carried: up to 50 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.	X					

PUSHING/PULLING						
Maximum push/pull: 35 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
100 + lbs.	X					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting		x			
Standing			X		
Walking			X		
Bending		X			
Twisting		X			

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Crawling	X				
Kneeling		X			
Squatting		X			
Climbing	X				
Reaching – Vertical		X			
Reaching – Horizontal			X		
Grasping			X		
Pinching			X		
Manual Dexterity			X		
Fine Dexterity			X		

FREQUENCY KEY: *Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)*

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job the employee may occasionally lift and/or move up to 50 pounds with assistance as necessary.

Education and/or Experience:

1. Minimum of Associates Degree in special education, psychology, social work field, special education or other education related field, such as child or adolescent development.

Any current member working as a teacher assistant in the clinical day program who does not meet this qualification will be considered for this position and, if hired, will have five (5) years to obtain this degree.

Members working toward their degree will agree in writing to pursue a degree. Each semester members will submit proof of enrollment in courses and grades for courses at the end of the semester. Members must achieve a passing grade (or its equivalent) or better. Failure to meet these requirements will result in displacement from the Behavior Management Assistant Position.

Each member shall have a yearly credit review.

At the conclusion of the five year period, and with proof of work towards the degree, the Superintendent may at his/her discretion grant additional time to complete the degree.

2. Applicants working toward an Associate’s Degree may be considered if no other qualified applicants apply.
3. Three years’ experience working with students who exhibit both behavioral health and academic challenges preferred.
4. Extensive experience and demonstrated success working with challenging student behaviors

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License/Certificate/Certification:

Rhode Island certification as Teacher Assistant
CPI training and certified.

Technological and/or Technical Skills:

Knowledge and skills with Microsoft Office, including email, and basic office equipment (i.e. Xerox machine)

Communication Skills:

Strong oral and written communications skills. Able to respond simultaneously to a variety of needs for students and staff while maintaining a high degree of sensitivity to individual needs.

Planning Skills:

In concert with teacher.

Interpersonal and Problem solving skills:

Ability to interact with students, staff and members of the community in a respectful and positive manner.
Ability to effectively handle issues utilizing a personable problem solving approach.

Terms of Employment:

Per North Kingstown Educational Support Professionals contract

Evaluation:

Performance of this job will be evaluated in accordance with the North Kingstown Educational Support Professionals Contract.

Date: 5/2015