

Job Description

Job Description of Behavior Aide

This position works under the direction and supervision of the classroom teacher, compliance specialist, principal, or other designee and/or other school personnel assigned to the student's case. The behavior aide works in collaboration with the administrators and other school personnel to implement strategies for the student to achieve success in the classroom as well as in the school environment. The behavior aide is responsible for supporting the implementation of the students' Individual Education Plan as well as the students' Individual Behavioral Plan.

Essential Job Functions

- ❖ Provide constant supervision to the student, maintain sight and sound supervision of your assigned student at all times, within 3 feet of the student, meet student in the morning at a designate area, and behavior aide exits the building when the student is on the bus or picked up by a parent or guardian.
- ❖ Maintain communication with teachers and school officials regarding the student progress. Inform classroom teacher when the student is experiencing behavioral or learning challenges.
- ❖ Support the student through all daily activities, assist the student with their daily academic assignments in and outside of the classroom.
- ❖ Assist the student with transitioning and adapting to the school environment.
- ❖ Work on specific goals from the IEP and/or the BIP, Implement behavior management system, provide needed behavioral, emotional, physical, social and educational support.
- ❖ Develop appropriate adult; child relationship while facilitating social and community life skills so the student can be successful and responsible.
- ❖ Utilize effective listening skills to establish a rapport with the student to help support and encourage positive behavior throughout the course of the day.
- ❖ Use approved behavior intervention techniques to work with the student in a crisis situation.
- ❖ Assist student in practicing effective communication, problem solving, conflict resolution and anger management techniques.
- ❖ Complete documentation regarding student's progress as required; daily progress notes, weekly progress note, monthly progress report, incident reports when needed.
- ❖ Value all students with a positive regard and be committed to their care and well-being.

Qualification and Requirements of the Behavior Aide

- Maintain flexibility to adapt to the student's needs as well as the classroom environment.
- Comply with the administration, guidelines and request of the assigned school

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- Desire to work in a team-based setting
- Always act in a professional manner
- Maintain an exceptional attendance record, punctuality, and grooming
- Be willing to commit to the student for the entire school year

Education and Experience

Bachelor degree preferred however; any combination and experience equivalent to a Bachelor's degree in Social Work, Behavioral Science, Human Services or a related field from an accredited college or university. High school diploma with at least 5 years of experience providing services to troubled children and families.

Knowledge skills and abilities

Possess the knowledge of basic counseling techniques and behavioral management technique; Ability to listen effectively; knowledge of child and adolescent development; knowledge of factors which may contribute to family dysfunction; general knowledge of community resources and services; knowledge of crisis intervention strategies; good problem solving skills; ability to maintain effective working relationships with other social services providers; ability to communicate effectively both orally and in writing. Possess up-to-date physical intervention or therapeutic options that meet Virginia Department of Education requirements and ability to implement such methods.

All applicants will complete criminal background forms that will be submitted to the Virginia State Police Department. All applicants will complete form 167 central registry form that will be submitted to the Department of Social Services.

Mending Fences will give each employee upon employment a current job description, including qualifications, and essential job responsibilities. By signing below, you understand your duties and responsibilities as a Behavior Aide.

Staff Signature: _____ Date: _____

HR Manager: _____ Date: _____