



Job Description

Special Education Behavior Aide

Purpose Statement

The Special Education Behavior Aide's job is to provide one-on-one support to a student with a disability. The Behavior Aide will primarily assist the classroom teacher by performing behavior and social skill support duties to an individual student throughout the school day.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Works with the teacher(s) in implementing a comprehensive positive behavioral support plan and effective behavior management strategies.
- Works with the student to deliver instruction that provide for effective teaching strategies and maximize time on task.
- Works with the members of the Individual Education Program (IEP) team in planning and implementing a program of study designed to meet individual needs of student.
- Works with the teacher(s) in creating a classroom environment conducive to learning by holding, designing, and implementing all components of the student's individualized education program.
- Works to facilitate and support social interactions and foster the development of positive relationships between student and peers.
- Works with the Director of Special Education in providing progress through observation, daily contact, and maintenance of accurate data trackers, student progress records/logs.
- Uses effective oral and written expression.
- Works with the student to model appropriate behavior and provide emotional support and guidance.
- Supervises the student throughout the school day in classrooms, during educational activities, and during recess and lunch.
- Confer with teacher(s) on a regular basis to assist in evaluating student progress and/or implementing IEP goals and objectives.
- Assist with student assessments, as appropriate.
- Assist in managing the behavior of student and crisis intervention
- Maintain confidentiality of students and families as mandated by district, state, and federal regulations.
- Works with the teacher in taking necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Upholds and enforces board policy, administrative procedures, and school rules and regulations, and is supportive of them to the public.
- Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time.
- Strives to communicate the positive aspects of our school program to the public in word and deed.
- Works cooperatively with parents to strengthen the educational program for their children.
- Establishes and maintains cooperative relationships with other staff members.



- Continues professional growth through attendance at workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
- Cooperates with the administration in planning appropriate in-service training programs at the school.
- Attends staff and committee meetings as required.
- Works with the teacher in evaluating accomplishments of students on a regular basis using multiple assessment methods such as kid-watching notes, as teacher and student made rubrics, samples of students' work, mastery skills checklists, criterion-referenced tests and norm-referenced tests.
- Works with the teacher in making appropriate adjustments in the instructional program and as required.
- Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws.

Minimum qualifications

- High school diploma or equivalent, supplemented by additional experience working with school-aged children in an academic setting.
- 1 year experience working with students with special needs in a school setting
- Knowledge of behavior intervention and management strategies
- Background clearance
- TB clearance

In addition to the qualifications noted above, staff will also be expected to:

- Share the mission and vision of the Roses in Concrete Community School;
- Model the high standards and professionalism;
- Maintain loving, positive, and productive relationships with families, community, and colleagues;
- Demonstrate ability to collaborate in an effective and productive manner with all stakeholders;
- Model a strong work ethic;
- Be flexible and resilient;
- Be highly organized;
- Show a consistent commitment to continuous intellectual growth.

Salary & Benefits

The position offers competitive salary and benefits that are commensurate with experience.

The Instructional Aide will report to the Director of Special Education.

As an equal opportunity employer, we are committed to identifying and developing the skills and leadership of people from diverse backgrounds. We do not discriminate on the basis of race, color, gender, disability, age, religion, sexual orientation, or national or ethnic origin.