

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

TITLE: BEHAVIORAL SUPPORT LEAD AIDE

JOB GOAL: Under the direction of an assigned supervisor, to assist and model appropriate strategies to teacher, specialist, or support staff in providing academic, behavioral, and social instruction and assistance to individuals or small groups of students. Monitor and report student progress regarding behavior and performance. Assist staff by modeling strategies and support for students in various environments including structured and unstructured activities during the school day, after school programs and intersession periods.

QUALIFICATIONS

Knowledge of

1. De-escalation and problem-solving strategies to support students with emotional and/or behavioral challenges.
2. Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.
3. Child guidance principles and practices, especially as they relate to developmentally appropriate practice for early childhood, school-age and children with emotional, physical, and learning challenges.
4. General purposes of goals of the academic programs.
5. District regulations, policies, and objectives applicable to assigned programs.
6. District health and safety regulations.
7. Interpersonal skills using tact, patience and courtesy.
8. Data collecting skills.
9. Safe practices in classroom, playground, and extracurricular activities.
10. Principles of Applied Behavior Analysis, Cognitive Behavioral Therapy, social skills strategies, behavior management strategies, and other research-based practices used within the district.

Ability to

1. Assist certificated personnel, classified staff, and related service providers, with instruction and related activities of the assigned learning environment.
2. Assist staff in developing independence and self-help skills, including hygiene, eating, social, community, vocational and leisure/recreational skills for students.
3. Serve as an active and collaborative team member to develop and sustain productive, professional relationships with individuals.
4. Handle all matters in a tactful, courteous, and confidential manner to maintain and/or establish good public relations and maintain confidentiality of pupil and school information.
5. Maintain patience and a positive attitude in stressful situations.
6. Present and maintain a pleasant appearance and demeanor.
7. Provide patient, sensitive, gentle and tactful assistance to students and parents.
8. Communicate effectively with students, faculty, specialists, parents, and other adults.
9. Establish and maintain effective rapport with students, parents, and community members.
10. Acquire knowledge of and address the unique needs, challenges, and demands of all students across various settings.
11. Learn the procedures, functions, and limitations of assigned duties.
12. Obtain and maintain a valid (American Heart Association or American Red Cross) First Aid Certificate and CPR Certificate.
13. Observe health and safety regulations, administer first aid.

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14. Operate instructional and office equipment.
15. Provide appropriate services in general and special education classrooms.
16. Read, apply, follow, and explain rules, regulations, policies and procedures.
17. Maintain proper records and documentation.
18. Maintain current knowledge of emergency evacuation procedures.

Training and Experience (*required*)

1. Education equivalent to the completion of the twelfth (12th) grade.
2. One (1) year of successful experience in working with pre-school through school-age children in an organized setting.
3. A work history demonstrating dependability, reliability, and good attendance.
4. Some positions may require the possession and maintenance of a valid State of California Driver's License, have an acceptable driving record; and be insurable by the district's insurance carrier and maintain such insurability, during the course of employment.
5. Training in Multi-Tiered System of Supports (MTSS), behavioral interventions, de-escalation techniques, crisis intervention certification, and developmentally appropriate practice (DAP) to be completed within 12 months of hire.

Training and Experience (*desired*)

1. One year (1) of successful experience working with children who have social, emotional, behavioral, and/or mental health needs in various settings.
2. An Associate degree (AA) or higher, that includes successful completion of 15 or more units in any combination of: psychology, early childhood, special education, elementary education, and/or related field.

REPORTS TO: Educational Services Assigned Administrator/Designee

ESSENTIAL FUNCTIONS

1. Model and help implement positive behavior support plans designed to encourage problem solving and de-escalation across various environments and students as necessary, to include preschool, regular school day, extended school day/year, summer programs, and year-round camps.
2. Appropriately manage student behavior and guide student toward ~~more~~ acceptable social behaviors.
3. Model effective student conflict negotiation and self-regulation techniques and strategies.
4. Create visuals and tools to support the teaching and reinforcement of desired student behaviors that promote learning for life, academic, and social/emotional/behavioral skills.
5. Observe and record behavior patterns and apply evidence-based practices to reduce target behaviors and increase adaptive behaviors.
6. Use data collection measures to collect baseline information and track student progress.
7. Maintain accurate student files, including anecdotal notes, and prepare reports of work completed and materials used as assigned by the designated administrator. Communicate any adjustments, changes, or maintenance of variety of records, logs, and files to appropriate supervisory staff.

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8. Communicate any adjustments, changes, maintenance of records, logs, and file to appropriate instructional and supervisory staff.
9. Provide instructional staff and school administrators with relevant feedback and information on student progress through observation, contact, and maintenance of accurate student progress records.
10. Under the immediate supervisor's direction, support, guide, and consult with staff on educational programs for students displaying behaviors impacting learning, social, emotional, and mental health needs.
11. Assess high-priority situations and prioritize interventions as appropriate.
12. Follow up with staff to debrief regarding behavior intervention strategies.
13. Assist in maintaining health and safety of students by being aware of environment and the potential hazards of student actions.
14. Assist staff by modeling and coaching specific examples of interventions with a patient and friendly attitude.
15. Understand and follow the district's mission, core values, policies, and procedures.
16. Participate in departmental and district in-service training as required.
17. Prepare educational materials and equipment for use in the educational setting and group activities under the direction of designated supervisor.
18. Attend regular meetings with the program and assigned behavioral team as scheduled by the designated supervisor.
19. Review, implement, and monitor individualized behavior plans and provide appropriate Multi-Tiered Supports across various environments.
20. Performs other related duties as required.

OTHER FUNCTIONS

1. Administers first aid in conjunction with established district policies and procedures.
2. Attends meetings as required.
3. Attends ongoing professional development as directed.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders.
8. Able to lift up to thirty (30) pounds frequently, and sixty (60) pounds occasionally.
9. Able to carry up to thirty (30) pounds frequently, and sixty (60) pounds occasionally.
10. Able to push and pull objects weighing up to sixty (60) pounds.
11. Able to sustain strenuous manual labor for 15 - 30 minutes at one time.
12. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
13. Able to exhibit full range of motion for shoulder abduction and adduction.
14. Able to exhibit full range of motion for elbow flexion and extension.
15. Able to exhibit full range of motion for shoulder extension and flexion.
16. Able to exhibit full range of motion for back lateral flexion.
17. Able to exhibit full range of motion for hip flexion and extension.

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18. Able to exhibit full range of motion for knee flexion.
19. Able to demonstrate manual dexterity necessary to assist students with buttoning clothing, eating, operating a computer or assist staff with student toileting procedures.
20. Able to work with cleaning solutions, disinfectants, and sanitizers in a safe and effective manner without allergic reaction.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Some positions in this class may require the possession and maintenance of a valid State of California Driver's License, have an acceptable driving record; and be insurable by the district's insurance carrier and maintain such insurability during employment.
3. Possession and maintenance of a valid First Aid and CPR certificate issued by an authorized agency.
4. Must complete appropriate Crisis Management Intervention Training as designated by department within one calendar year of date of hire and maintain certification as required.
5. Will participate in full on-the-job training in Applied Behavior Analysis and other evidence-based practices.

TERMS OF EMPLOYMENT: 210 or 220 duty days
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The site administrator or his/her designee will give the evaluation.

Approved by: Board of Education Date: August 8, 2024
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**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
EQUAL OPPORTUNITY EMPLOYER**