

Behavior Support (SAC) Aide Job Description



Job Title: Behavior Support Aide

Exemption Status/Test: Nonexempt

Reports to: Principal and Campus Behavior
Behavior Coordinator

Date Revised: 5/16/2016

Dept./School: Assigned Campus

Pay Grade: 2106B **Calendar Days:** 187

Primary Purpose:

Provide instructional assistance and out of class support to students who struggle behaviorally in the classroom under the supervision of a certified teacher and the Campus Behavior Coordinator. Assist in preparing, conducting, and managing of classroom activities.

Qualifications:

Education/Certification:

High School Diploma from an accredited high school or GED
48 college hours OR two years of child related work experience

Special Knowledge/Skills:

Ability to assist in instructing reading, writing, and mathematics
Ability to work well with children
Ability to communicate effectively

Major Responsibilities and Duties:

Instructional Support

1. Communicate effectively with students, staff, and parents.
2. Assist in carrying out the instructional program by providing in-class support to students struggling behaviorally in the classroom.
3. Under the supervision of the Campus Behavior Coordinator or Principal, provide out of class support (10-20 minutes) in a smaller, more structured supervised setting.
4. Under the supervision of the Campus Behavior Coordinator or Principal, provide extended out of class support (ISS or self-contained setting) in a smaller, more structured supervised setting.
5. Maintain confidentiality of all student records.
6. Assist in preparation, use and maintenance of instructional materials and equipment.
7. Keep files for each student, assisting teachers with the tracking of behavioral progress and following up with teachers to ensure that behavior is improving.
8. Participate in planned professional development and professional growth activities.

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9. Maintain professional ethics and exercise self-control over actions and words with students, parents and staff members.
10. Restrain disruptive students following the guidelines prescribed in the Texas Behavioral Support Initiative (TBSI).
11. Demonstrate dependability and punctuality by exercising regular attendance and promptness.
12. Follow district and building policies.

Other

13. Assume other duties as assigned by campus principal, the Campus Behavior Coordinator, and the Superintendent of Schools.

Supervisory Responsibilities:

None

Evaluation:

The Behavior Support Paraprofessional's evaluation is a responsibility resting with the Principal. An evaluation shall be completed in writing at least once during the course of the school year.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals, and other instructional equipment

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds); may require occasional heavy lifting (45 pounds or more) and positioning of students with physical disabilities, control behavior through physical restraint, assist non-ambulatory students, and lift and move adaptive and other classroom equipment

Environment: Work inside, may work outside; regular exposure to noise; exposure to biological hazards

Mental Demands: Maintain emotional control under stress; may work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.