

## SAN DIEGO CITY SCHOOLS

### POSITION DESCRIPTION

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<b>TITLE:</b>	Instructional Behavior Technician	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Assigned Site	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	030 PARA
<b>REVISED:</b>	November 5, 2001		

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#### **BASIC FUNCTION:**

Assist in the educational programs and discipline for pupils designated as emotionally disabled.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

#### **E = Essential Functions**

Assist teacher by tutoring individuals and groups in academic subjects. **E**

Reinforce behavior modification techniques determined by the teacher. **E**

Provide continuous supervision of pupils in classrooms, cafeteria, on grounds, at bus loading zones, and other school site areas as assigned. **E**

In the absence of the classroom teacher, may supervise pupils in special education classrooms. **E**

Physically restrains pupils as necessary to control violent behavior. **E**

Escort pupils to and from bus loading zones and maintains discipline; supervise and attend pupils on buses as they are transported between home and school or on special activity trips. **E**

May be assigned to site counselor's office and assist certificated staff with discipline, parent contacts, and records maintenance.

Administer tests, corrects papers, and records grades; set up and operate projectors and other audiovisual equipment and teaching aids; prepare and duplicate instructional materials for use in the classroom. **E**

Maintain and update pupils' on-site behavior records, attendance folders, bus rosters and other records. **E**

Maintain neatness of classroom; participate in staff development programs as assigned. **E**

May pick up breakfasts and/or lunches from the cafeteria and serve them to the pupils in the classroom.

May order, store, and distribute supplies used in the classroom or student exchange; may operate student exchange for brief periods of time.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to one year of related or equivalent classroom assistance or child care experience. Completion of post high school courses in psychology or special education is desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Applicants will be required to pass a Basic Skills test to be eligible for employment in this classification. Possession of a valid California driver's license and availability of private transportation may be required for designated positions which require the transportation of pupils (mileage expense allowance provided).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Reading and writing English communication skills.  
Interpersonal skills using tact, patience, and courtesy.  
Traits suited to the care of emotionally disabled pupils.  
Application of tutorial procedures and practices.

**ABILITY TO:**

Recognize limitations of pupils and to encourage their participation in school or off-site activities.  
Read, write and understand the English language.  
Understand and follow oral and written directions.  
Communicate effectively and maintain cooperative relationships.  
Establish and maintain effective working relationships with others.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor or outdoor classroom environment; riding on a school bus; exposure to bodily fluids, infectious diseases, physical restraint techniques used as required.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store supplies; physically restraining heavy pupils in various school or bus settings; lifting heavy pupils as appropriate.

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