

JOB SUMMARY:

The Support Staff assists the classroom Teacher in the implementation of positive student behavior management techniques and procedures. The Support Staff provides academic support for students under the supervision and direction of the Teacher on a daily basis. This position works closely with Teacher, the Clinical Manager, the Behavior Interventionist, and Counseling Interns on issues related to the educational, behavioral, and emotional success of the students. The Support Staff confers with school counselors and the teaching staff to obtain insight regarding student problems in learning, mental impairments, emotional impairments, and behavior disorders affecting the learning process. This position assists the classroom Teacher with effective class management for the successful accomplishment of the student's Individual Education Plan.

ESSENTIAL FUNCTIONS:

1. Provide 'in classroom' behavior management and academic support to the classroom Teacher by performing tasks that evaluate, monitor, and manage the actions of the students ensuring that they are behaviorally available to participate in class lessons.
2. Performs problem solving with students through coaching, mentoring, and disciplining according to procedures set forth by the classroom Teacher.
3. Responds to and de-escalates crisis situations in the classroom by mediating conflicts between individual students, and/or staff and teaches healthy and effective conflict resolution to the students.
4. Physically intervenes with aggressive who act out their aggression in prescribed situations as detailed in Day School policy. (This includes but is not limited to physically restraining, escorting, lifting, or taking necessary action to maintain eye contact with the student.)
5. Calls on Behavioral Interventionist when a student's behavior is disruptive or physically threatening and cannot be managed within the classroom setting.
6. Meet on a scheduled and regular basis with Behavioral Interventionist to discuss current Day School behavior management policy, industry trends, and best practices.
7. Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts.
8. Acts as classroom caretaker in the temporary absence of the Teacher ensuring the daily lesson plan is followed.
9. Under the direction of the Teacher, presents subject matter to students, utilizing a variety of methods and techniques, including lecture, discussion sessions and supervised role-playing.
10. Performs daily school entrance gate coverage for student arrivals and departures.
11. Procures and distributes behavior incentives and rewards for students.
12. Maintains classroom and student documentation and records as requested by the Teacher.
13. Attends staff meetings, Individual Educational Plan meetings, clinical behavioral meetings, training sessions and retreats as requested by the Teacher or the Day School Principal.
14. Participates in activities such as field trips, and graduation exercises at the request of the Teacher or the Day School Principal.
15. Takes on other related duties as needed within the scope of current assigned duties and position related work experience.

SCOPE OF AUTHORITY & RESPONSIBILITIES

- Determines which tools are to be utilized during the course of providing student behavior management support.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must possess effective communication skills to interact with students.
- Must be highly observant and able to utilize auditory and visual cues to provide proactive intervention.
- Must possess effective working knowledge of current and professional student behavior management techniques and practices in Special Education environments.
- Must be able to work effectively as part of a team in a collaborative manner.

EDUCATION AND EXPERIENCE:

- A High School diploma is required or a four-year college degree from an accredited institution, preferably in education or child psychology.
- Must complete Crisis Prevention and Intervention Training (i.e. Handle With Care) within the first 2 weeks of employment.

Physical Requirements

- Must be able to effectively communicate.
- Must be able to effectively use a computer and telephone.
- Must be able to read and compose documents.
- Must be able to lift and move at least 70 lbs.
- Must be able to physically participate in implementation of approved hands-on student behavioral management techniques and methods when necessary.
- Some local travel may be required.