



## MODOC COUNTY OFFICE OF EDUCATION

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[www.modoccoe.k12.ca.us](http://www.modoccoe.k12.ca.us)

*Enhancing the academic,  
social, and technical skills of  
all Modoc County students.*

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### **Behavioral Assistant**

#### *Job Description*

#### **Summary**

Working under the direct supervision of the Director of Student and Educational Programs, the Behavior Assistant (BA) will work with students who are struggling with their behavior. The BA will use a variety of behavioral intervention approaches. Focus of Behavioral Assistant will include, providing direct support to county school districts in Positive Behavioral Interventions and Support (PBIS), and the concepts of Multi-Tiered System of Supports (MTSS). Provides supportive and direct services to students with problem behaviors that interfere with academic performance and developmental progress; cause conflict with peers, community or family; and/or put students at risk for placement in a more restrictive educational setting, frequency of mental health care.

#### **Qualifications and Education**

- High School diploma or GED.

#### **Licenses and other Requirements**

- TB clearance;
- Fingerprinting required. Fingerprints must clear DOJ & FBI Live Scan;
- Valid California automobile operator's license.

**Essential Duties** include, but are not limited to, the following responsibilities:

- Provide support in Local Control Accountability Plan work, Multi-Tiered System of Support, and Positive Behavioral Interventions and Supports;
- Provide individual or small-group support to help students whose school progress is in jeopardy. Help students identify problems and create strategies that can reverse or alleviate concerns. Uses Positive Behavior Intervention Support (PBIS) strategies with students.
- Regularly examine the variety of data collected on students to determine which students need additional support or intervention.
- Observe and collect data to inform Student Success Team meetings. When needed, attend Student Success Team (SST) meetings, MTSS, and PBIS Team meetings actively participating as a member of the educational team;
- Provide Conflict Management; Study Skills, and School Success Skills, etc. Assist teams in developing positive behavior support systems, educational goals and objectives related to behavior and mental health needs and written instructional plans for students with behavioral plans to meet student needs.
- Review behavior and instructional practices and procedures;
- Stay current with best practices;
- Provide updates and reports on ongoing work; Plan and organize workload and adapt to changing work demands and work under varying degrees of stress;
- Support the policies and programs of the Modoc County Office of Education and perform assigned duties consistent with school, district or office policies, regulations and procedures;
- Maintain professional competency by actively engaging in employer directed service activities and other similar opportunities provided to staff;

- Cooperatively engage in the professional evaluation process with supervisor to ensure ongoing professional growth and competence;
- Attend regular and special staff meetings and actively participate as a member of the educational team;
- Respond effectively to the input from and coordinates tasks with district/school personnel as required by assignment;
- Perform other duties similar to the above in scope and function as required.

### **Knowledge and abilities**

- Understanding of Positive Behavioral Interventions and Support
- Establish and maintain effective working relationships with the staff, districts, and the public;
- Communicate effectively both orally and in writing;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and time lines;
- Work independently with little direction;
- Plan, organize, and prioritize work.

### **Physical Demands**

- Normally located in a work environment with light physical qualifications and requirements;
- Ability to lift 25lbs. maximum or carry any object weighing up to 15lbs.

### **Work Environment**

- Classroom environments;
- General office environment;
- Schools countywide.

### **Terms of Employment**

Fiscal year: July 1<sup>st</sup> – June 30<sup>th</sup>: Contracted work days = 181

The salary, fringe benefit package, and other terms and conditions of employment will be competitive, negotiated with the county superintendent, and commensurate with the candidate's education and experience. Please refer to web address: [www.modocoe.k12.ca.us](http://www.modocoe.k12.ca.us)

### **Evaluation Procedure**

Performance evaluation will be completed annually by the County Superintendent or designee.