

Dallas School District
Job Description

Job Title: EDUCATIONAL ASSISTANT - Behavior Support II
Reports to: Principal/Assistant Principal
FLSA Status: Non-Exempt

JOB SUMMARY

To support student learning by providing assistance in the management of student behavior within the school campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of district policies and procedures.
2. Assists with the implementation of the school's behavior management program by promoting a safe and orderly environment.
3. Responds to calls for assistance, including accompanying students as required, when behavior problems develop and works with the students to promote positive behavior.
4. Under the support of an administrator, responds to incidents involving violation of school rules, conflict among students or in relation to the school's behavior program between students and staff in a way all parties will feel respected, heard, and able to work together for resolution.
5. Maintains high standards and expectations for students in a manner that encourages independent learning and personal growth.
6. Works collaboratively with administrators and all staff members to promote positive behavior among students.
7. Under the support of an administrator, sets up behavior plans to support and promote positive behaviors.
8. Inputs, maintains, stores, and retrieves information in a timely, accurate, and efficient manner using standard office systems, equipment and software.
9. Supervises students outside the classroom, as assigned, to support the district/building's discipline and instructional program.
10. Supports building/district behavior management program and related school policies/procedures by working with other staff members, students, and parents, in a manner consistent with administrative direction.
11. Uses independent judgment in response to incidents involving, violation of school rules, conflict among students or in relation to the school's behavior program between students and staff in a way that all parties will feel respected, heard, and able to work together for resolution.
12. Under the support of an administrator, imposes student discipline following the guidelines of the district/building behavior management plan and attendance policy.
13. Under the support of an administrator, communicates with staff, students, and parents about student behavior and attendance issues in a manner consistent with district policies and procedures.
14. Under the support of an administrator, arranges, attends, and may facilitate meetings among parents, staff, and students, when appropriate, to clarify behavior expectations, as well as identify and resolve issues.
15. Works to problem solve and diffuse behavior before escalation occurs.

16. Works with students that require assistance with hygiene.
17. Reports safety, sanitary and fire hazards immediately to supervisor or administrator.
18. Interacts thoughtfully and courteously with students, staff and parents, and resolves conflict in a professional manner.
19. Professionally represents the school and the district in interactions with parents, community, staff, and students.
20. Maintains appropriate certifications and training hours as required.
21. Complies with applicable district, state, local and federal laws, rules and regulations.
22. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Assists as necessary in answering telephones and operating general office machinery including photocopy machine and computer.
2. Attends in-service training.
3. Attends staff meetings as requested.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Associate's degree (A.A.) or equivalent from two-year college or technical school and two years' related experience and/or training or equivalent combination of education and experience is preferred. Must meet current state and federal requirements. Prior successful experience working in a school setting or with adolescents strongly preferred.
- Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with adolescents.
- Ability to communicate fluently in English both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one, small and large group situations to students and other school staff and parents. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute ratio and percent and to draw and interpret graphs. Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- General knowledge of computer usage and ability to use database software, e-mail, internet software, spreadsheets, and word processing software. Ability to proficiently use the following programs strongly preferred: NovaNet, Business and/or Student Information Systems, MS Word and Excel.
- Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an environment with frequent interruptions.
- Certificates as determined by the district. Must meet federal and state requirements.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds and occasionally up to 60 pounds. The employee is expected to be certified in the Mandt System and be able to perform the functions of the Mandt System on the student population. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, but occasionally high depending upon the student population and activities. Employees may be exposed to body fluids and bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Printed Name: _____

Signature: _____

Date: _____