

**BEMIDJI AREA SCHOOLS**  
POSITION JOB DESCRIPTION

ORIGINATION DATE \_\_\_\_\_  
LAST REVISION DATE July 1995  
BAND & GRADE B-2-1-4

POSITION TITLE Behavior and Instructional Management Assistant

IMMEDIATE SUPERVISOR Designated Teacher

Job Summary (Basic Purpose of Position)

Assist teacher in instructing and addressing the behavior of students by following IEP's and teacher directives.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
<b>NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS</b>					
<b>1.00 ASSIST THE TEACHER IN TEACHING DUTIES</b>				<b>Knowledge:</b>	
1.01 Provide educational assistance to individual or small groups of students in areas assigned by the teacher.	B	25D		1. Handicapping conditions	1.01 Works with individual or small groups of students as assigned by the supervisor.
1.02 Perform clerical duties such as copying and filing of reports and instructional materials.	A	1D		2. General understanding of laws relating to students with handicapping conditions	1.02 Copies and files as directed by the supervisor.
1.03 Supervise students during away from school activities.	B	1D		3. District policies regarding confidentiality and privacy of data	1.03 Students have been properly supervised during away from school activities.
1.04 Follow the objectives and goals listed in the IEP when working with students based on teacher's directions.	B	3D		4. Provisions of SBR 200-20-1 (Educational Assistant Agreement)	1.04 Goals and objectives are followed when assisting in the instruction of students.
1.05 Describe the academic performance of students to teachers.	N/A	2D		5. School Board regulations 700-90-2, Use of Regulated Intervention	1.05 The supervisor was informed of students' behavior and academic performance.
1.06 Assist the supervisor in the preparation of instructional materials.	B	2D		<b>Ability:</b>	1.06 Instructionally related materials are developed following the directions of the supervisor.
<b>2.00 ASSIST TEACHER IN MANAGING AND CHANGING STUDENTS' BEHAVIOR</b>				1. Work cooperatively with children and adults	
2.01 Recommend ideas to the supervisor for addressing students' behavior needs in problem solving meetings.	B	5D		2. Describe positive benefits of education to all students	2.01 Participated in problem solving meetings by offering ideas for meeting students' needs.
2.02 Monitor students' behavior for appropriateness and need for discipline based on criteria defined by the supervisor. Report data to the supervisor.	B	10D		3. Carefully follow the specific instructions and direction of supervisor	2.02 Informed supervisor of the appropriateness of students' behavior and the need for discipline based on supervisor's criteria.

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NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

2.03 Monitor students' verbal communication and report information to the supervisor.	B	5D		4. Maintain a positive attitude while at work	2.03 Informed supervisor of students' verbal communication.
2.04 Supervise students' use of problem solving techniques in the absence of the teacher.	B	5D		5. Communicate ideas to others (children and adults)	2.04 Supervised students' use of problem solving techniques in the absence of the teacher.
2.05 Document students' behavior in special and regular education settings at the request of the supervisor.	B	5D		6. Read, write and calculate at eighth grade level	2.05 Provide written documentation of students' behavior to the supervisor.
2.06 Communicate with and manage behavior of emotionally and behaviorally disturbed students by utilizing Crisis Prevention Intervention and other behavior management techniques as directed by the teacher.	B	20D		7. Speak clearly 8. Apply Crisis Prevention Intervention strategies (CPI)	2.06 Successful communication and management of student behavior has occurred.
2.07 Perform other duties as assigned by building principal.	N/A				2.07 Other duties are performed as assigned by building principal.