California Department of Education
Human Resources Division
HRD-002 (Revised 06/2024)

☒ CURRENT
☐ PROPOSED

PR LOG #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Teaching Assistant	Behavioral Aide

BRANCH
SSSSD

DIVISION	OFFICE
California School for the Deaf	Pupil Personnel Services

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
R20	2		204-101-8246-004	Fremont

PROBATIONARY PERIOD	TENURE	TIME BASE	BILINGUAL POSITION
6 Months	Permanent	Full-Time	Yes

TELEWORK OPTION	SAFETY SENSITIVE POSITION	CONFLICT OF INTEREST CLASSIFICATION
In-Office	Yes	No

DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the supervision of the PPS Director and the guidance of the Behavior Specialist, the ASL fluent Behavioral Aide provides immediate and/or short-term extra support for students with behavioral challenges school wide. The aide monitors students' behavior and coaches coping skills so that students can fully reintegrate in their classes with peers successfully.

CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.

SUPERVISION BY

Pupil Personnel Services Director

SUPERVISORY RESPONSIBILITIES

N/A

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

The aide needs to be able to walk and stand for long hours, provide physical restraints if needed, exercise with the students,participate in field trips, be be acutely alert at all times. The behavioral aide is part of a multi disciplinary team. Needs to have a good writing skills for communication purpose (mainly emails as needed). The behavioral aide will have office space with desk and computer. Needs to be patient, flexible, and able to calmly respond in crisis.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 45%	☒ Essential Function	☐ Non-Essential Function

Duties Performed

The behavioral aide works with assigned students directly as outlined in the students' behavioral support plan and Individual Education Programs for the students. The behavioral aide provides support in the least intrusive manner in order to promote students' independence and ability to access to the environment.

Relative % of Time Required: 20%	☒ Essential Function	☐ Non-Essential Function

Duties Performed

The behavioral aid supports students in need with transitions to and from activities. The behavioral aide coaches the students with appropriate conflict resolution and coping skills during these "less structured" times.

Relative % of Time Required: 15%	☒ Essential Function	☐ Non-Essential Function

Duties Performed

The behavioral aide works closely with the behavioral specialist and student support liaisons to reinforce students' appropriate social skills with staff and peers. Also, the behavioral aide works with students on affection regulation skills as needed to promote effective coping skills.

Relative % of Time Required: 10%	☒ Essential Function	☐ Non-Essential Function

Duties Performed

The behavioral aide inputs data as instructed to tally and measure students' progress and study for trouble shooting.

Relative % of Time Required: 5%	☒ Essential Function	☐ Non-Essential Function

Duties Performed

The behavioral aide participates in multi-discipline behavioral review meetings and occasionally as appropriate, IEP meetings to review students' progresses and make suggestions.

Relative % of Time Required: 5%	☐ Essential Function	☒ Non-Essential Function

Duties Performed

Perform unscheduled tasks as requested.

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

1.Fluent in American Sign Language.
2.Experience with Deaf youths, especially those with behavioral support needs.
3.Good collaboration and communication skills.
4.Dependable.

PERSONAL CONTACTS

Will have contact with Student Life staff and supervisors, teachers, nurses, and Nutritional Services staff.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor