



Job Title: **MTSS Assistant Level 1 & 2**

Department: **Responsive Services**

Supervisor: **School Administrator/School Psychologist/Social Worker**

Lane Placement: **1 with lane 2 based on completing training**

Schedule: **25 hours/180 days** Evaluation Group: **JCES**

FLSA Classification: **Non-exempt**

## **JOB DESCRIPTION**

Under the supervision of the school administrator or licensed specialist in Responsive Services, the General Education **Behavioral Assistant** will implement behavior supports, interventions, and collect data on student progress in accordance with the guidelines provided by Canyons School District.

## **ESSENTIAL FUNCTIONS**

- Assist school personnel as they implement behavior intervention plans for identified students.
- Has interaction with other professionals regarding specific student needs (e.g., principals, general education teachers, psychologists, and social workers).
- Requires knowledge concerning the safety and security of students assigned to the classroom and the ability to work with students in the classroom, on the playground, in the halls and other areas of the school.
- Collects behavior data and provides reports and/or graphs of the data to school personnel for use in developing behavior intervention plans.
- Requires ability to exercise emotional control in difficult situation.
- Maintain confidentiality of sensitive information.
- Requires ability to solve a variety of problems relating to individual student needs and behaviors.
- Demonstrates flexibility, the ability to work independently and problem solve.
- Provides feedback to administrator/licensed specialist about specific student needs.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

## **PREFERRED SKILLS**

- Post-secondary coursework in Psychology or Sociology or Education preferred.
- Prior work experience with students in a classroom setting is preferred.
- Word processing, Excel and other technology skills desired.

## **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.
- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested. Job requires the ability to follow instructions of the classroom teacher or supervisor.
- Requires references demonstrating personal integrity and dependability. Must demonstrate basic ability in reading, writing, math and oral communications.
- Incumbent must maintain positive relations with students and staff in both structured and unstructured situations.
- Responding to the unique educational needs of students with behavior problems is frequently stressful.
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Lane 2 advancement is based on completing job specific training offered through the Responsive Services Department.

**NOTE:** This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

### **PHYSICAL REQUIREMENTS---Not limited to the following:**

- Possesses the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, interaction with critical personnel, interaction with parents and community members, and consistent changes in the educational profession.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

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HR X \_\_\_\_\_

Effective date 6/9/2020