

**RIVERSIDE UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
CHAPTER 506
TENTATIVE AGREEMENT
December 9, 2014**

Subject to the approval of the Riverside Unified School District Board of Education (the "District") and subject to ratification by the California School Employees Association, Chapter 506 ("CSEA") the parties agree to the following job description:

RIVERSIDE UNIFIED SCHOOL DISTRICT

**CLASS TITLE: STUDENT ASSISTANT PLAN (SAP) PREVENTION ASSISTANT
(Range 15)**

BASIC FUNCTION:

Under the direction of an assigned SAP School Psychologist, assist school site administration and staff in the supervision and instruction of students identified as having social-emotional and behavioral challenges in the educational setting.

DISTINGUISHING CHARACTERISTICS:

Implement social-emotional and behavioral strategies and intervention programs for identified students; ~~attend student progress meetings; assist student(s) with and demonstrate proper procedures for referrals/exiting of students;~~ progress monitoring, record-keeping techniques, communication, and maintain student program notebooks and attend student progress meetings for identified students.

REPRESENTATIVE DUTIES:

Implement social- emotional and behavioral strategies and intervention programs for identified students in the educational setting for the purpose of improving student outcomes due to social-emotional and behavioral challenges impacting their learning and maintaining an orderly educational environment including, but not limited to, during passing periods, at lunch, on the playground and on field trips. *E*

Work with student(s) individually and in groups, at various locations, assisting with specific social- emotional and behavioral strategies and interventions. *E*

Apply behavior management and behavior modification techniques for identified students with social-emotional and behavioral challenges. *E*

~~Implement and teach staff how to Support staff with implementing behavior modification contracts, and strategies, and modification focusing on academic, behavioral and social skills as directed by the supervising SAP School Psychologist, Site Administrator or other staff. E~~

Implement and assist in training staff in intervention programs, i.e., Positive Behavior Intervention and Support (PBIS) and individual and classroom positive behavior management and modification strategies and plans, alternatives means of correction/suspensions, and implementation of strategies to promote pro-social/emotional behavior for identified students.

Collect and record data and anecdotal notes for the purpose of preparing reports in accordance with program guidelines. *E*

~~Collect data and train/support staff on progress monitoring.~~

Confer with personnel and provide input regarding student progress. *E*

Facilitate social skills training programs for students under the supervising SAP School Psychologist, Site Administrator or other staff. *E*

~~Collect data and support staff on progress monitoring, Maintain student logs/documentation for the purpose of maintaining records. E~~

Assist in open and ongoing communication with families and school district staff. *E*

Attend staff meetings, SST meetings, conferences, and student progress meetings for the purpose of sharing information and/or improving skills and knowledge. *E*

Attends community events/meetings, conferences/seminars, trainings as requested by the ~~SAP School Psychologist etc. district/site administrator.~~

~~Present resources to students and families when requested on topics related to drug and violence prevention.~~

Maintain confidentiality of sensitive and privileged information in accordance with district, state and federal mandates and other specified legal requirements or policies. *E*

Demonstrate awareness and sensitivity toward students and their individual differences in terms of abilities, cultures and languages. *E*

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Behavioral principles and practices related to children
- Record keeping and report preparation techniques
- General purposes and goals of public education
- Correct English usage, punctuation, spelling, grammar and math
- Interpersonal skills using tact, patience and courtesy
- First aid and CPR procedures

Health and safety regulations

ABILITY TO:

- Learn and use behavioral strategies and interventions
- Learn and use methodologies found to be successful for students with social emotional and behavioral/conduct challenges
- Demonstrate ~~an~~ understanding, and ~~be~~ patience and a receptive attitude toward students, staff and families
- Observe and manage behavior of students according to approved procedures
- Intervene physically in confrontations to restrain students; handle stress, stressful situations and emergencies in a calm, confident and effective manner
- Monitor and evaluate student progress, including the use of progress monitoring
- Work independently with little direction
- Prepare and maintain detailed case records and reports
- ~~To~~ Collaborate and consult with school staff and families
- ~~To~~ Gain trust, confidence and rapport of individual students, groups and school staff
- Communicate effectively and proficiently in both oral and written form
- Operate various office and instructional equipment, including a computer ~~or other devices~~ and assigned software

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school and three years experience in working with school-age children in an organized setting, possession of an Associates Degree or 48 semester units, or satisfactory completion of a proficiency examination.

LICENSE & OTHER REQUIREMENTS:

Requires use of personal automobile, and the possession of a valid California Class Driver's License and proof of current and appropriate auto insurance coverage
Valid First Aid and CPR (Cardiopulmonary Resuscitation) Certificate required.

TRAINING:

Forty (40) hours of training must be successfully completed within the first 6 months of employment.
Become Pro-Act certified, through the District, within 3 months of employment. Maintain certification.

WORKING CONDITIONS:

ENVIRONMENT

This is an itinerant position. ~~The incumbent and you~~ may be asked to alter ~~your~~ ~~their~~ scheduled location at any given time.
Indoor offices and classrooms.
Various outdoor locations.
Driving to District facilities and school sites.

PHYSICAL ABILITIES:

