

JOB DESCRIPTION

Job Title: Behavior Tutor – PEI-X (9926)

Job Summary:

The job of a Preschool Expulsion Reduction Program (PEI-X) Behavior Tutor is to provide behavior services and support to students, ages 3 to 5, in a preschool setting. The Behavior Tutor works under the direct supervision of a PEI-X Grant Coordinator and is primarily responsible for the direct implementation of strategies, techniques, and interventions designed to maintain the student's preschool placement. Behavior Tutors must be able to drive to various preschool classrooms within Tulare County.

Essential Duties:

- Participates in the implementation of behavior programs for preschool students who receive behavior services in a preschool setting;
- Consults with PEI-X Grant Coordinator on activities and documentation related to TCHHSA funded behavior services;
- Collects data for the purpose of implementing behavior services that are highly individualized based on the needs of the student;
- Participates/functions as a positive team member of the preschool team to enhance/share knowledge and skills for delivering best practices;
- Collects data and maintains student records for the purpose of on-going behavior services planning and review;
- Interacts with other preschool staff, children, and parents in exercising their duties;
- Adheres to safe, clean practices for the purpose of maintaining sanitary environment for students, and other members of the preschool team.

Responsibilities include: working under supervision following standardized practices and/or methods; providing behavioral services and/or information to others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 50% sitting, 25% walking, and 25% standing.

Skills to:

- read notes, memos, and reports of a moderately complex nature;
- effectively interact with PEI-X Coordinator, students, parents, and preschool personnel as needed;
- determine steps in a process and structure time effectively;
- assist with the maintenance of educational records and the retrieval of pertinent information;
- recognize and follow procedures when disruptive or dangerous behaviors occur;

Knowledge of:

- developmental disabilities and/or positive behavior support;
- proper English grammar, punctuation, and sentence structure;
- first-aid skills;
- non-violent verbal and physical intervention techniques is desirable;
- applied behavioral analysis is desirable.

Ability to:

- learn positive behavior intervention strategies and non-violent crisis intervention strategies;
- rapidly learn from training methods, techniques, and materials to be used in instruction and in the implementation of behavior services;
- effectively communicate with PEI-X Grant Coordinator, students, parents and preschool family personnel as needed;
- understand and carry out oral and written instructions;
- maintain confidentiality of student records and communications;
- adhere to schedules and deadlines;
- read, interpret, and apply rules, regulations, and policies;
- speak Spanish is desirable;
- travel to various locations within Tulare County using personal vehicle.

Experience Required:

- Prior experience working with children;
- One year of experience working in a preschool setting is preferred:

Education Required:

- High School diploma or equivalent is required;
- AA degree with emphasis in education, psychology or a related field is desired.

Certificates, Licenses, Clearances, Testing Required:

- Valid California driver's license and proof of automobile liability insurance;
- Department of Justice and FBI Fingerprint Response upon hire.

FLSA Status: Non-Exempt

August 2023

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.