

Job Summary:

The job of Behavior Tutor was established for the purpose of providing direct intensive behavior intervention services to preschool children with developmental disabilities, severe behavior problems, and various mental health diagnoses. Tutors must be able to drive to various locations within Tulare County.

Distinguishing Characteristics for Behavior Tutor – ECEP

Must obtain a Child Development Teacher Permit or Child Development Associate Teacher Permit within 2 years of employment.

Essential Functions:

- Participates in the implementation of behavior programs for preschool children who receive intensive behavior intervention services.
- Assists support staff with the administration of intensive behavior intervention services.
- Consults with preschool staff and mental health professionals for the purpose of completing documentation and activities related to intensive behavior intervention services.
- Collects data for the purpose of implementing intensive behavior intervention services that are highly individualized based on the needs of the child.
- Collaborates with mental health professionals and preschools as needed for the purpose of implementing intensive behavior intervention services.
- Participates/functions as a positive team member for the purpose of enhancing/sharing knowledge and skills for delivering best practices.
- Models instructional strategies for family members, preschool staff and other members of the behavior intervention services team as they implement interventions for the purpose of following a specified behavior intervention plan.
- Collects data and related documents, and maintains children records for the purpose of on-going intensive behavior intervention services planning and review.
- Maintains appropriate records for the purpose of preserving the progress of intensive behavior intervention programs.
- Adheres to safe, clean practices for the purpose of maintaining sanitary environment for children, family members, and other members of the behavior intervention services team.

Skills, Knowledge, and/or Abilities Required:

- **Skills to:**
 - read notes, memos, and reports of a moderately complex nature;
 - effectively interact with children, supervisors, family members, classroom staff and mental health personnel as needed;
 - determine steps in a process;
 - structure time effectively;
 - assist with the maintenance of children files and the retrieval of pertinent information;
 - recognize and follow procedures when disruptive, abusive, or dangerous behavior occurs.
- **Knowledge of:**
 - various mental health diagnoses, developmental disabilities, and severe behavior problems;
 - proper English grammar, punctuation, and sentence structure;
 - first-aid skills;
 - non-violent verbal and physical intervention techniques is desirable;
 - behavior intervention strategies is desirable;
 - applied behavioral analysis is desirable.
- **Ability to:**
 - learn behavior intervention strategies and applied behavioral analysis;

- effectively communicate with family members, supervisors, classroom staff and mental health personnel as needed;
- understand and address the needs of children with various mental health diagnoses, developmental disabilities, and severe behavior problems;
- understand and carry out oral and written instructions;
- maintain confidentiality of children records and communications;
- adhere to schedules and deadlines;
- work in the afternoon and evening is preferred;
- read, interpret, and apply rules, regulations, and policies;
- rapidly learn from training methods, techniques, and materials to be used in instruction and in the implementation of intensive behavior intervention services;
- be trained to pass an assessment;
- speak Spanish is desirable;
- travel to various locations within Tulare County using personal vehicle.

Responsibilities include: working under limited 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. This job is performed in a generally clean and healthy environment; however, the conditions may sometimes be unsanitary in locations visited by the program.

Experience Required:

- Prior experience working with children is desired.
- One year of experience working with students with various mental health diagnoses, developmental disabilities, and/or severe behavior problems, **OR**
- Two years of experience working in an educational setting with students with various mental health diagnoses, developmental disabilities, and/or severe behavior problems preferred.

Education Required:

- High school diploma and 12 college units is required
- AA degree with emphasis in education or psychology, OR 60 units in education or psychology while working toward B.A. in related field is desired.
- Bachelor's degree in education or psychology preferred.
- Must obtain a Child Development Teacher Permit or Child Development Associate Teacher Permit within 2 years of employment.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

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

FLSA: Non-Exempt**January 2019**

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.