

Behavior Assistant

Job Code: 6584

Salary Grade: C03

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Provides direct educational and treatment program support for children with Autism Spectrum Disorders (ASD) and related disabilities.

- Provides behavioral interventions that target communication, imitation, social skills, play skills, and self-help skills. Works one-on-one with young children with ASD in educational/treatment setting. Manages program materials to ensure materials are organized for daily activities. Completes daily progress notes using designated forms.
- Maintains a safe and clean learning environment to assure safety of the children. Prepares snacks and feeds the children. Changes diapers or assists in performing a toileting routine for toddlers. Cleans play areas and assists children to include but not limited to handwashing and cleanliness.
- Responds and takes a leadership role in emergency situations by notifying appropriate personnel and ensuring appropriate procedures are implemented.
- Performs general office duties to include but not limited to filing, coping, answering phones, and faxing.
- Confers with teachers, counselors and supervisor to resolve children's behavior problems.
- Performs various duties as needed to successfully fulfill the position.

Minimum Qualifications

Education:

Required: High School Diploma or GED

Experience:

Required: 12 months experience supporting and/or assisting educational and or treatment programs.

Certifications or Licenses:

Valid Oklahoma Driver's License in order to drive University vehicles or ability to obtain within 30 days from hire date.

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Working knowledge of a positive behavior support approach.
- Ability to maintain a neat and clean environment.
- Ability to handle stressful situations in a professional manner using sound judgment. Consult with supervisor as needed.
- Ability to communicate verbally and in writing. Ability to see, hear, and communicate with children to ensure the child's health and safety.
- Ability to maintain confidentiality and safeguard children's personal information.
- Ability to multitask.
- Ability to develop and maintain business relationships with teachers, parents, and school administrators.

Working Conditions

Physical:

• Standing for prolonged periods. Bend, stoop, reach, and walk. Communicate effectively and listen.

Environmental:

• Works around children. Exposure to illnesses.

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