

# Behavioral Health Assistant (BHA) Program

## **BHA Responsibilities:**

- A BHA will track behaviors of general education students who have been identified by the SST\* through MTSS\*.
- A BHA will work with students identified by the SST who exhibit significant behavioral/emotional problems; their services may NOT be written into IEPs.
- A BHA will track student contracts for completion, signatures, etc.
- A BHA will work with identified students to promote positive behaviors and help decrease or de-escalate negative behaviors.
- A BHA will collaborate and communicate regularly with teachers, social workers, school psychologists and other support personnel.
- A BHA will check on students in their classrooms or other areas to help them avoid potential problems and reinforce positive behavior.
- A BHA will provide direct behavioral support by prompting, redirecting, encouraging, and reinforcing positive behavior.
- A BHA will provide support for targeted students in transitional or less structured environments (i.e., hallways, lunchroom, assemblies, library, and recess).
- A BHA will assist and support students in crisis.
- A BHA will collect required data.

## **What a BHA is not:**

- A BHA shall not provide direct academic instruction in general education or special education classrooms.
- A BHA is not a parent liaison.
- A BHA shall not provide services that social workers, school psychologists or teachers are providing.
- A BHA shall not provide general supervision in the form of playground, cafeteria, or bus duty, etc.
- A BHA shall not perform administrative duties.
- A BHA is not a member of a special education team.
- A BHA shall not sit in classrooms to conduct formal observations.
- A BHA shall not communicate directly with a parent about a student's behavior or contract or call or email parents directly.
- A BHA shall not engage in ANY mental health discussion.
- A BHA is not a secretary.
- A BHA shall not supervise in-school suspension.

## **Supervision:**

- Supervision of a BHA is the responsibility of the building administration.
- A BHA is hired and evaluated by the building administrator.
- A BHA meets regularly with the SST\* and related personnel.
- A service location will be reserved outside the classroom setting for the purpose of de-escalation.
- Reports required of principals by the district *B Team* shall include year-end data summaries, service impact data, etc.

**Management:**

- A BHA works 16 hours per week.
- Hourly pay forms are submitted by the school to the payroll office as scheduled.
- Pay is for hours worked with no lunch included.
- A ten-minute break is earned after 2.5 hours of continuous work.
- Lane change is available with required documentation.
- No sick pay or additional benefits are offered with the position.

**Training:**

- A BHA must be trained.
  - standardized training provided quarterly
  - facilitated monthly meetings (as needed) for problem-solving, processing, training application
- Training shall be created by a subset of the district *B Team* under the direction of the College and Career Readiness Director.
- Training shall include the following -
  - conflict management
  - de-escalation of emotional and physical behaviors
  - implementation of a behavior contract written by the SST\*
  - communication with teachers, students, etc.
  - data and data collection

**Allocation of BHA Resources:**

- Initially all schools will receive funding for a 16-hour per week BHA, student attendance days only
  - Schools will manage the BHA budget based on this allocation
  - BHAs work a maximum of 16 hours per week, 3.2 hours per day
  - Shorter weeks result in fewer hours (for example: for the week of September 25, with a comp day for SEP/PT conferences on September 29, BHAs can work 12.8 hours max)
  - Quarterly BHA training is part of the 16 hours per week allocation
- The district shall determine criteria for allocating additional BHA hours to include but not limited to the following –
  - enrollment
  - free/reduced lunch counts
  - mobility
- Allocation of BHA services may be revisited in response to district wide data collection regarding needs and outcomes.

SST\*                Student Support Team  
MTSS\*             Multi-tiered System of Support

8/14/17