



JOANA VALDEZ

BEHAVIORAL AIDE

CONTACT

(562) 445-2316

jay2joc@gmail.com

Hesperia, CA

SKILLS

- Classroom Management & Behavioral Support
- Special Education Instruction
- IEP Implementation
- Behavior Intervention Plans (BIP)
- Functional Behavior Assessments (FBA)
- Applied Behavior Analysis (ABA)
- Positive Reinforcement Strategies
- Behavior Monitoring & Data Collection
- Crisis De-escalation
- Social Skills Development
- 1:1 & Small Group Instruction
- Parent Communication
- Team Collaboration
- Child Development
- Office & Administrative Management

LANGUAGES

Spanish – Bilingual

CERTIFICATIONS

CPR Certification

Driver License

PROFESSIONAL SUMMARY

Dedicated and highly experienced Behavioral Aide and Special Education professional with extensive experience supporting students with diverse learning, behavioral, and developmental needs. Skilled in implementing Individualized Education Programs (IEPs), conducting Functional Behavior Assessments (FBA), and applying Applied Behavior Analysis (ABA) techniques to improve student outcomes.

Proven ability to manage classroom environments, reduce challenging behaviors, and promote positive academic and social development. Strong background in collaborating with multidisciplinary teams including teachers, therapists, and psychologists while maintaining strong communication with families.

EXPERIENCE

Behavior Therapist

Expert ABA Consulting, LLC – San Bernardino, CA | February 2025 – Present

- Adapt therapeutic approaches based on individual client behavioral and developmental needs.
- Implement Applied Behavior Analysis (ABA) techniques to improve behavior and learning outcomes.
- Engage clients in structured activities that promote self-regulation and independence.
- Conduct behavior tracking and collect data to monitor progress and adjust interventions.
- Collaborate with supervisors and clinical teams to follow treatment plans.
- Educate families on behavior strategies and reinforce consistency at home.
- Maintain professional relationships with clients, families, and care teams.

Paraeducator, Special Education

Maxim Staffing – San Bernardino, CA | March 2023 – Present

- Provided direct instruction to students with special needs in one-on-one and small group settings.
- Developed and implemented strategies aligned with IEP goals.
- Conducted Functional Behavior Assessments (FBA).
- Implemented Behavior Intervention Plans (BIP).
- Applied ABA techniques to improve behavior and engagement.
- Tracked student progress using data collection methods.
- Collaborated with teachers, therapists, and specialists.
- Facilitated communication between school staff and families.
- Maintained structured classroom environments.
- Adapted lesson plans for diverse learning needs.

Student Services Coordinator

TM-MTM – Hawthorne, CA | May 2010 – June 2023

- Managed daily operations and coordinated student services.
- Oversaw transportation for students with special needs.
- Maintained financial systems (AP/AR, payroll, reporting).
- Prepared monthly, quarterly, and yearly reports.
- Improved workflows and office efficiency.
- Supervised and trained staff members.
- Handled customer service and conflict resolution.
- Maintained vendor and client relationships.
- Negotiated contracts and managed services.
- Recruited, hired, and trained employees.



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EXPERIENCE (CONTINUED)

Accounting Assistant

Keolis – Los Angeles, CA | January 2006 – April 2010

- Prepared invoices and managed billing processes.
- Maintained accounts payable and receivable.
- Performed account reconciliations.
- Supported audits and financial reporting.
- Processed payments and daily cash management.
- Maintained accurate financial records.

EDUCATION

Associate in Science (A.S.) in Sociology

Victor Valley College