

DURANGO SCHOOL DISTRICT 9-R JOB DESCRIPTION

Job Title: Behavior Specialist
Job Family: Student Service Provider
Department: Student Services
Typical Work Year: 187 Days – Calendar to be set with supervisor

Pay Grade: Student Service Provider Schedule
FLSA Status: Exempt
Prepared Date: December 12, 2016

SUMMARY: The Behavior Specialist provides consultation and assistance to teachers and students in the area of behavior management. The Behavior Specialist develops and supports behavior intervention strategies and programming that enhances the overall educational environment of the schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- D 24% **Planning**
- Design programs for students that are consistent with the total educational philosophy of the district
 - Continue professional growth through educational meetings, visiting related facilities, reading professional literature, participating in technical training opportunities, and exchanging ideas among the district staff
 - Work as a team member in the development and implementation of inclusive strategies
 - Collaborate with general education and SPED teachers, school administration, and the Student Services Department in planning and developing behavior intervention strategies.
- D 24% **Services to Students**
- Participate as a team member in the identification of social/behavioral problems
 - Design, and support the implementation of behavioral management programs for students to remediate behavioral and social programs
 - Participate as a team member in the evaluation of student progress
 - Develop and maintain psychosocial and behavioral data as needed
 - Assist other professionals with student crisis intervention
 - Provides direct service to students to increase their responsibility for behavior and attitudes.
 - Provide opportunities and resources for students to increase academic success, improve interpersonal relationships, learn problem-solving and decision-making skills, and resolve conflicts and crisis situations
- D 24% **Service to Staff**
- Plan and confer with the classroom teacher of students concerning behavioral, social, or personal problems affecting the students
 - Develop and conduct in-service activities regarding techniques for remediation of behavioral, social or personal problems of students
 - Assist teachers with the development of behavior support plans
 - Provide training for paraprofessionals with the programs in the areas of behavior management skills and affective education paraprofessionals
 - Provides support to school counselors in behavior management programming
 - Serve as a liaison with community agencies
- D 24% **Reporting**
- Assist in the development and implementation of the progress monitoring system
 - Complete reports for appropriate local and state educational agencies
 - Participate as a team member in referring those students who require further evaluation or follow-up services to the appropriate school personnel or community agencies
- Ongoing 4% Perform other duties as assigned

ADDITIONAL JOB REQUIREMENTS:

- Assure the safety and welfare of students including necessary actions to insure that students are supervised at all times.
- Demonstrate faithfulness and promptness in attendance at work.

- Submit required reports promptly at the times specified.
- Demonstrate care of and protection of School District property
- Report suspected child abuse or neglect as required by law.
- Use the District's internet and E-mail system as specified in Policy.
- Fulfill other duties as assigned by the Principal, Superintendent or their designees.

EDUCATION AND TRAINING

Minimum: Bachelor's degree of related subject from accredited university.

EXPERIENCE

Experience is preferred but may not be necessary for hiring.

CERTIFICATES, LICENSES, & REGISTRATIONS

Colorado License in one or more of the following areas: teaching, special education, counseling, social work, and/or school psychologist. Pass the PLACE or PRAXIS II Test. CPI training required within 2 months of hire.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES

- Ability to Communicate effectively in written and oral form using positive interpersonal skills
- Ability to develop and support the behavior intervention plans, classroom management systems, and reinforcement systems
- Ability to use effective instructional strategies and techniques for at risk learners
- Knowledge of Applied Behavior Analysis
- Knowledge of and experience with developmental, emotional, and behavioral disabilities
- Experience in data collection and data analysis
- Ability to develop and provide training related to effective instructional practices and behavioral intervention practices in all school settings.
- Knowledge of and experience with Non-violent and physical intervention techniques
- Knowledge of first aid skills
- Knowledge of Behavioral Mental Health First Aid
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow Board and District policies, Superintendent policies and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively in a team setting
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Microcomputers and general office equipment.
- Microsoft Office applications.
- Student Information Systems.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Director of Exceptional Student Services

Direct Reports: Assigned Classified Staff

BUDGET AND/OR RESOURCE RESPONSIBILITY: None

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		

Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date