

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title: Behavior Specialist **Job Code:** 63105
Job Classification: 12 Other Instructional Staff **EEO Line:** 43
Job Class Category: B Instructional Specialists **Job Description Supplement Code:** 6
Reports to: Director, Exceptional Student Education **Salary Locator:** Instructional Schedule

SUMMARY:

Support the Director in developing and implementing programs to remediate behavioral and social problems for students eligible for emotional/behavioral disturbed, intellectually disabled, and autism spectrum disorders program. To provide services to school personnel and parents of these students in accordance with District philosophy, goals and objectives.

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution
- (2) Valid State of Florida Educator's Certificate or Statement of Eligibility in any exceptional student education area, School Psychologist or Guidance and Counseling
- (3) Satisfactory criminal background check
- (4) ESOL Endorsement/Certification preferred

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable) or be willing to learn new technology practices.
- (3) Ability to utilize technology in facilitating instruction
- (4) Ability to develop and implement behavior intervention plans, classroom management systems, and reinforcement systems
- (5) Experience with functional behavior assessment/functional behavior analysis
- (6) Ability to use effective instructional strategies and techniques for at risk learners
- (7) Experience in the development and implementation of affective/social skills lessons
- (8) Experience in the development of Individual Education Plans related to appropriate goals and benchmarks
- (9) Experience in the development and implementation of progress monitoring systems
- (10) Experience in data collection and data analysis
- (11) Ability to develop and provide training related to effective EBD practices in all school settings
- (12) Experience with group facilitation and problem-solving strategies
- (13) Ability to effectively lead/facilitate group processes
- (14) Communicate effectively in written and oral form using positive interpersonal skills
- (15) Willingness to work with others and respond constructively to feed back; work collaboratively with colleagues
- (16) Ability to adjust tasks and schedule to changed priorities

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
- (2) Establish high standards and expectations for all students to accept responsibility for behavior.
- (3) Supervise students and consistently administer rules regarding student behavior.
- (4) Facilitate district, state, and federal policies related to ESE curricula
- (5) Assist with the implementation of district-wide ESE curricula and instructional materials
- (6) Chair and assist county-wide ESE curriculum work groups
- (7) Keep accurate records of student attendance and behavior, including any tardiness, and submit to the administration in a timely fashion.

- (8) Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
- (9) Establish a professional rapport with students that earns their respect.
- (10) Complete in a timely fashion all records and reports as required by law and regulation or requested by the administration. Maintain accurate attendance records.
- (11) Work cooperatively with others (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
- (12) Plan and confer with the classroom teacher of students, as requested, concerning behavioral, social, or personal problems affecting the students
- (13) Develop and conduct in-service activities regarding techniques for remediation of behavioral, social or personal problems of students
- (14) Assist the teacher of the students with development of crisis prevention plans
- (15) Provide training for paraprofessionals with the programs in the areas of behavior management skills and affective education
- (16) Assist parents in locating and obtaining community resources which are available to the students and their families
- (17) Update and maintain information concerning parent training
- (18) Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
- (19) Attend required staff meetings
- (20) Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
- (21) Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- (22) Attends IEP, Section 504, or other related meetings necessary for student assessment and/or compliance with federal and/or state law
- (23) Maintain professional competence through in-service education activities provided by the school and/or in self-selected professional growth activities
- (24) Communicate with parents and school counselors on pupil progress
- (25) All other ESE related responsibilities as assigned by the Department Director

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

June 16, 2005

Amended: June 3, 2014