

Center Joint Unified School District

Job Title: Behavior Specialist

Description of Basic Responsibilities:

To provide support, consultation, in-service, and advisory services to teachers, parents, administrators and other personnel regarding the implementation of positive behavior interventions and special education programming for students with behavioral and/or mental health needs (including, but not limited to autism and emotional disturbance).

SUPERVISOR: Superintendent or Designee

TYPICAL DUTIES:

1. Assist in developing, coordinating, implementing and monitoring individual behavior management plans for students with behavioral and/or mental health needs.
2. Ability to provide assistance and support to staff in maintaining effective management of student behavior.
3. Provide crisis management.
4. Participate as a member of the IEP team as appropriate.
5. Conduct observations and complete behavior management reports.
6. Develop and implement professional development in areas related to behavioral and mental health including, but not limited to: educationally related mental health services; functional analysis assessment and data collection, positive behavior intervention and support plans, and evidence-based practices.
7. Attend meetings, in-services, school activities and meetings scheduled and/or requested.
8. Assist in the implementation of state and federal laws to maintain district compliance.
9. Maintain knowledge of current laws and regulations pertaining to individuals with exceptional needs.
10. Conduct Functional Analysis Assessments (FAA) and collect behavior data as part of a multi-disciplinary team.
11. Promote awareness, communication, and public relations between parents, community partner agencies regarding behavior and mental health services.
12. Ability to work collaboratively with staff, students and parents.

EMPLOYMENT STANDARDS:

Knowledge of:

- Appropriate behavioral intervention strategies
- child development and learning theory
- laws, rules and regulations of acceptable behavioral intervention
- interpersonal skills needed to manage crisis situations
- records management systems
- standard software applications.

Ability to:

- Learn the operations, procedures, policies, and requirements of assigned program;
- Operate standard office machines and equipments
- Learn and use assigned computer software at a level of proficiency sufficient to successfully perform assigned duties;
- Understand and follow both oral and written instructions:
- Perform routine mathematical calculations;
- Establish and maintain routine records and complete routine reports;
- Communicate effectively and tactfully in both oral and written forms;
- Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- BA preferred
- Will consider any combination of education, training and experience equivalent to the possession of a bachelor's degree with emphasis in psychology, social work or child development: previous experience in special education and working with students who are emotionally disturbed or autistic.
- Valid California Driver's License
- TB test clearance
- Criminal Justice Fingerprint processing

PHYSICAL CHARACTERISTICS:

- Sufficient vision to read printed materials
- Sufficient hearing to conduct in person and telephone conversations.
- Sufficient mobility to move about the school sites.
- Sufficient dexterity to write, use telephone, office and standard equipment.
- Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.
- Sufficient ability to maintain a professional demeanor during and intervention with an assaultive or otherwise acting out student.