

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

BEHAVIOR SPECIALIST**QUALIFICATIONS:**

- (1) Bachelor's Degree from an accredited educational institution with a major in a human services field (Psychology, social work, rehabilitation, criminal justice, or education, etc.).
- (2) Board certified as an Associate Behavior Analyst (BCABA) or experience in direct service to children using applied, and functional behavior analysis is preferred.
- (3) At least one year of experience in behavior management at the school or institution level.

KNOWLEDGE, SKILLS, AND ABILITIES:

The specialist should possess knowledge of child development and especially of characteristics of children in the age group to be assigned, should have a basic knowledge and understanding of the use of current technology, possess skill in oral and written communication with students, parents, and others. Additionally, he/she must have the ability to work effectively with teachers, administrators, and others as required.

The specialist must have the ability to plan and implement activities for maximum effectiveness and effectively assess levels of student behavior and achievement, analyze data and prescribe actions for improvement of student behavior.

The specialist must have the ability to maintain appropriate student supervision so that students have a safe and orderly classroom environment.

REPORTS TO:

School Principal

JOB GOAL

To provide behavior program services to maladjusted students in a clinical setting through the use of behavioral techniques that will assist them in modifying their undesirable behaviors.

SUPERVISES:

N/A

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.

Behavior Specialist (Continued)**EVALUATION:**

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

PERFORMANCE RESPONSIBILITIES:**Planning/Preparation**

- * (1) Create or select long-range plans based on district goals, school goals, and student profiles.
- * (2) Define goals and objectives for program effectiveness
- * (3) Develop or select behavioral intervention activities which will foster behavioral change.

Administrative/Managerial

- * (4) Establish and maintain effective and efficient record keeping procedures.
- * (5) Manage time effectively
- * (6) Develop routines and efficient techniques for minimizing time required for administrative and organizational activities.
- * (7) Manage materials and equipment effectively.
- * (8) Organize materials for efficient distribution and collection.
- * (9) Supervise volunteers and paraprofessionals as assigned.
- * (10) Assist in the enforcement of school rules, administrative regulations, and School Board Rules.
- * (11) Use technology resources effectively.
- * (12) Establish and maintain a positive, organized, and safe environment for students.
- * (13) Maintain a clean and attractive learning environment.
- * (14) Establish and use behavior management techniques which are appropriate and effective.
- * (15) Establish routines and procedures and work with students to ensure that they are consistently followed.

Assessment/Evaluation

- * (16) Use ongoing assessment to monitor student progress and verify that techniques applied are working effectively.
- * (17) Provide feedback to students about the appropriateness of responses and quality of work with a focus on improving student behavior.
- * (18) Perform behavioral assessment and provide interventions as required for students. This includes the following:
 - a. Identification and analysis of specific behaviors to be targeted for reduction.
 - b. Develop and implement individualized behavior management plans as needed.
- * (19) Maintain a behavior log for all students assigned to in-school suspension (ISSP).

Intervention/Direct Services

- * (20) Demonstrate knowledge and understanding of behavior intervention strategies.
- * (21) Communicate high expectation for behavior change to all students.
- * (22) Apply principals of learning and effective behavior intervention delivery.
- * (23) Implement and maintain classroom-wide behavior management program including the following:
 - c. Giving prosocial and proacademic points to students.
 - d. Assist in preparation and delivery of all reinforcement contingencies (good behavior rewards).

- e. Conduct problem solving session while students are being served in In-school Suspension Programs.

Collaboration

- * (24) Communicate with parents, students, and professional colleagues in a professional and understandable manner regarding student progress while receiving services.
- * (25) Collaborate with students, parents, school staff, and other appropriate persons to assist in meeting students' needs.
- * (26) Provide accurate and timely information to parents and students about academic and behavioral performance of students.
- * (27) Work with teachers in designing special activities and in sharing ideas and resources.
- * (28) The behavior specialist is generally not responsible for providing academic instruction, but can assist with reinforcement of instruction as long as his/her primary responsibility to the behavioral program is being met.
- * (29) Interact regularly with the ESE classroom teachers and provide information about the behavioral progress of ESE students assigned to ISSP.

Staff Development

- * (30) Engage in continuing improvement of professional knowledge and skills
- * (31) Assist others in acquiring knowledge and understanding of behavior management techniques.
- * (32) Establish and implement an Individual Professional Development Plan.

Professional Responsibilities:

- * (33) Model professional and ethical conduct and adhere at all times to the Code of Ethics and Principals of Professional Conduct.
- * (34) Perform all professional responsibilities.
- * (35) Prepare required reports and maintain all appropriate records.
- * (36) Maintain confidentiality of student and other professional information.
- * (37) Comply with policies, procedures, and programs.
- * (38) Exercise appropriate professional judgment.
- * (39) Support school improvement initiatives by actively participating in school activities, services, and programs.
- (40) Perform other duties as assigned.

*Essential Performance Responsibilities