

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
BEHAVIOR SPECIALIST

1. 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.

2. ADMINISTRATIVE / MANAGEMENT

- _____ (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.

3. 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).

BEHAVIOR SPECIALIST (Continued)

4. 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.

5. 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.

6. 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 and Individual Professional Development Plan.

7. 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.

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I -- Clearly Indicated
NE -- Not Evident

INTERACTION DATES

Formal Observations

_____(Date)
_____(Date)
_____(Date)

Informal Observations

_____(Date)
_____(Date)
_____(Date)

_____(Signature of Evaluator / Date)