



JOB DESCRIPTION

Title: **Instructional Support Team
Behavior Management Specialist/PBIS Coach**

Reports To: Instructional Support Team Coordinator

Job Goal: A member of the Instructional Support Team will provide:

1. Direct support to district administration, staff and students using dynamic collaboration and consultation under the “*trainer of trainer*” model
2. Coaching to district and program administration and teams in the systems and practices related to PBIS
3. Dissemination and implementation of best practice strategies
4. In-service education across various areas and topics related to general and special education systems, processes and instruction.
5. Advocate, as appropriate, for districts, parents, teachers and/or students regarding technical and best practice recommendations

Qualifications:

1. Masters Degree required with experience in Applied Behavior Analysis, Functional Assessment, Educational Psychology, Social Work, Special Education or related area.
2. Understanding of the legal requirements under IDEA 2004
3. Experience in coaching PBIS
4. Experience with data systems including SWIS, SIMEO and AIMWEB,
5. Experience in working with students with special needs
6. Experience in working with students with challenging behavior
7. Familiarity of characteristics of a wide range of disabilities
8. Experience in instructional design and modifications
9. Experience in conducting Functional Assessments
10. Applied practice in strategy implementation related to disabilities and behavior
11. Understanding of data systems and designs
12. Familiarity with systems within educational settings
13. Independent work ethic for self management of schedule
14. Excellent communication and collaboration skills
15. Professional appearance and demeanor
16. Excellent organizational and writing skills
17. Excellent presentation skills
18. Willingness to travel to district sites
19. Excellent word processing and Power-point skills
20. Maturity to maintain confidential information of districts, students, families and staff
21. Ability to manage and remain flexible to rotating responsibilities
22. Ability to self direct and to make decisions in absence of supervisor

23. Ability to multi-task, schedule and facilitate both short and long term projects
24. Ability to maintain a positive and flexible attitude toward daily responsibilities, colleagues and schedule
25. Ability to physically and emotionally manage crisis' including verbal and physical aggression

Duties and Responsibilities:

1. Acting as direct support to administration and staff across SASSED school districts and programs
2. Representing SASSED by using best practice principals, systems and approaches across districts and programs
3. Maintaining a case load of individual student referrals
4. Interfacing and collaborating with parents and administration relevant to caseload
5. Conducting Functional Assessments, as needed, to support case loads regarding instruction and behavior intervention plans (BIPs)
6. Providing dynamic modeling of instructional and behavioral interventions using the *trainer of trainer* model
7. Monitoring progress of implementation of plans and strategies with data
8. Providing written reports, behavior and crisis plans as needed and pertinent to case load
9. Maintaining confidentiality and attention to case load
10. Collaboration and conferring with supervisor regarding cases, presentations and projects
11. Maintaining collegial and supportive relationships with IST colleagues
12. Supporting dissemination and modeling of best practices through day-to-day collaboration
13. Attending meetings for students on individual case load
14. Documenting data for students on individual case load
15. Responding to crisis using physical intervention management strategies
16. Supporting teams in physical management strategies through in-services
17. Maintaining professional development and growth in areas related to instruction, behavior, mental health, legal implications and special education
18. Maintaining practices that meet the legal requirements of IDEA 2004
19. Preparing materials, handouts and binders for presentations
20. Creating original materials and documents for instruction and in-services
21. Maintaining general office order and organization regarding materials and equipment
22. Attending staff meetings
23. Maintaining positive and supportive relationships with other branches of SASSED
24. Willingness to attend trainings in contemporary best practice models and to skillfully adapt, disseminate and advocate these practices into daily collaboration
25. Willingness to attend trainings in state models as recommended by RtI and PBIS and to incorporate, as needed and appropriate, into professional practice

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Terms of Employment: 194 day work year at compensation set by the SASSED Board of Control.

Evaluation: Performance will be evaluated in accordance with the SASSED Board of Control policy on evaluation of staff.