



*Position Description*  
**Behavior Management Specialist**

*Salary Level: As Per AEA Contract for Certificated Professionals*

*Prepared Date: February 19, 2013*

*Contract/Benefits: AEA Contract*

*Prepared by: Susan Lozada, Executive Director of Community & Student Services*

*Department or Area: Community and Student Services*

*Approved By: David M. Wildonger, Chief Operations Officer*

*Reports To: Director of Community and Student Services/Building Principal*

***Qualifications:***

1. Bachelor's degree with major in education, social work or other related field.
2. Experience in working with at-risk students.
3. Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

***Summary:***

To work with assigned students who are evidencing discipline problems, to change their behavior so that they can be integrated back into regular school programs.

***Essential Duties and Responsibilities:***

1. Assists in the implementation of the schools Alternative To Suspension Teacher.
2. Works with assigned students to coordinate academic and non academic components.
3. Gathers and analyzes information on student referrals.
4. Develops strategies for the student, family, and school to address the presenting problem (s) and assists in implementing these strategies.
5. Satisfactory work record & criminal/child abuse clearances (Acts 34, 114, and 151).
6. Experience in public education preferred.
7. Collaborates as appropriate with administrative, instructional, instructional support, and Community and Student Services staff.
8. Maintains and submits accurate records to ensure appropriate accountability.
9. Performs other related tasks and assumes other responsibilities which may be assigned from time to time by the Principal.
10. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

## ***Competencies***

To perform the job successfully, an individual should demonstrate the following competencies:

### ***Personal Competencies***

Meets commitments made to employees; Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Shows reasonable control of personal emotions; Exhibits objectivity and openness to the views of others; Speaks clearly and persuasively in positive or negative situations; Listens and solicits clarification; Responds appropriately to questions; Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building positive morale; Educates others on the value of diversity; Puts success of team above own interests and recognition; Promotes a harassment-free environment; Follows policies and procedures.

Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions; Treats people with respect; Keeps commitments; Inspires the trust of others; Works ethically and with integrity; Approaches others in a tactful manner; Reacts well under pressure; Accepts responsibility for own actions; Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies supervisor feedback to improve performance; Monitors own work to ensure quality; Follows instructions, responds to supervisory direction; Takes responsibility for own actions; Completes tasks on time or notifies appropriate person with an alternate plan; Is consistently at work and on time; Arrives at meetings and appointments on time.

### ***Physical Demands***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk and use hands to finger, handle, or feel. The employee is occasionally required to stand; sit and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. The physical demands may require the implementation of effective de-escalation techniques as per approved training.

### ***Evaluation:***

The person filling this position will be evaluated according to the process adopted by the Allentown School District.

Reviewed and read by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Individual serving in this position*