

Job Description

Behavior Support Specialist

JOB TITLE: Behavior Support Specialist

REPORTS TO: Director of Special Programs & Behavior Support

SALARY: Based on State and Local Salary Schedules

STATUS: Permanent, 100%, 12 months, Certified

SUMMARY:

The Behavior Specialist provides behavioral strategies/interventions and direct services and supports to students identified as PRC 29. The Behavior Specialist also provides coaching and support to staff working with students identified as PRC 29. In addition, the Behavior Specialist will provide support to the Community Outreach Program for Education (COPE) programs. Support to COPE will include assistance with the development and implementation of classroom behavior management systems, student specific strategies/interventions and coaching to staff. The Behavior Specialist will also perform other duties as assigned by their supervisor.

RESPONSIBILITIES & DUTIES:

1. Provide coaching/consultation to school personnel and Behavior Technicians regarding behavioral support for students identified as PRC 29.
2. Monitor PRC 29 students and complete documentation of supports provided.
3. Support the development and implementation of Individualized Educational Plans (IEP) and Functional Behavior Assessments (FBA) and Behavior Intervention Plans (BIP) for students identified as PRC 29 and for students in COPE, as needed.
4. Attend IEP meetings as needed.
5. Conduct classroom observation and provide feedback regarding strategies/interventions and ensure interventions are evidence/research based.
6. Collect data on student behavior as needed.
7. Assist with providing training on evidence/research based practices to school staff and Behavior Technicians working with PRC 29 students.
8. Provide coaching to the Behavior Technicians working with PRC 29 students and consult with your supervisor regarding their work performance.
9. Collaborate with your supervisor to prepare required documents for PRC 29 Validation Visit (state audit) by DPI each year.
10. Collect and enter required data into CECAS regarding students identified as PRC 29.
11. Provide coaching/consultation to staff in COPE regarding behavioral strategies/interventions.
12. Attend professional development trainings as required.
13. Maintain Non-Violent Crisis Intervention (CPI) certification.
14. Perform other duties as deemed necessary by your supervisor.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

Bachelor's degree in special education or related field required; Master's degree preferred. **BCBA preferred or actively pursuing board certification.** Behavior Specialist must have at least five years of experience working with students with significant behavioral, social and emotional issues, including student with mental health diagnoses and/or developmental disabilities. Experience in a public school setting preferred. Behavior Specialist should have a thorough knowledge of positive

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behavioral management techniques and evidence/research based interventions and strategies; will consider any equivalent of relevant knowledge, training and experience. Behavior Specialist must have an ability to coach, train and implement interventions within the classroom setting. This position requires a valid North Carolina driver's license and reliable transportation.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to communicate effectively; possess excellent oral and written communication skills (grammar, spelling, etc).
2. Ability to work collaboratively with families, school personnel, department administrators, and community partners to meet the needs of students.
3. Knowledgeable about evidence/research based practices.
4. Ability to perform as a team player, in a team environment.
5. Possess strong organizational, problem-solving and conflict resolution skills.
6. Ability to prioritize and manage multiple tasks in a fast-paced environment.
7. Ability to remain calm and professional.
8. Ability to work independently and efficiently, including the ability to research and gather information from various sources.
9. Ability to learn, explain and adhere to program procedures and district policies.
10. Working knowledge and proficient level of experience with Microsoft Office programs such as Word, Excel and PowerPoint.
11. Strong customer service skills in order to respond to students, parents, school personnel, and administrators in an appropriate and timely manner.

PHYSICAL REQUIREMENTS:

Must be able to exert a negligible amount of force to move objects; classification consistent with light work. Nonviolent Crisis Intervention (CPI) certification training may require that you physically restrain or assist with the physical restraint of a student that is in imminent risk of harming him/herself or others. Note: Physical restraint of any student is only used as a last resort.

DISCLAIMER:

The statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

Signature

Date