

## Gahanna-Jefferson School District Position Description

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Position Title:	Behavior Prevention Specialist
Reports To:	Building Principal
FLSA Status:	Non-Exempt
Revision Date:	May 3, 2024

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**SUMMARY:** Supports the school community with the proactive management of student behavior through the use of research-based intervention strategies. Consults with school staff regarding student behavior patterns and concerns. Provides ongoing coaching to school staff on how to directly implement individualized behavior plans and behavior support strategies.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Demonstrates sound judgement and emotional stability.
- Maintains a positive attitude and works well with others.
- Ensures the safety of students.
- Interacts with staff, students and the community in a positive and respectful manner.
- Creates and maintains a positive environment for students that provides a safe space for them to decompress, de-escalate and feel supported.
- Implements restorative practices directly with students who are struggling with behavioral difficulties.
- Works with students through conflict resolution and assists to de-escalate students who are demonstrating heightened behavior.
- Supports MTSS strategies for students, including check-in, check-out and behavior plans.
- Under the direction of administration and with the support of the mental health team, explicitly teaches social/emotional skills needed to students for their success, such as stress management, conflict resolution and emotional regulation.
- Forms positive, supportive relationships with struggling students in an effort to build their resiliency and increase their success in the school setting.
- Helps students process incidents of concern and identifies alternative positive behavior choices and plans for the future.
- Works with the district behavior specialists (BCBA), when appropriate.
- Assists with coaching paraprofessionals and other district staff members regarding how to directly implement designed behavior plans related to student skill acquisition and behavior reduction.
- Completes student observations and behavioral data collections.
- Provides feedback to staff on the implementation of behavior plans.
- Communicates regularly with the school team, parents and other district team members.
- Attends district meetings when applicable.
- Attends student team meetings when appropriate.
- Provides support throughout the building as needed.
- Willing to learn/be trained in restorative practices and de-escalation techniques.
- Other duties as assigned by supervisor.

### **SUPERVISORY RESPONSIBILITIES:**

- Supervises students.

*QUALIFICATION REQUIREMENTS: 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.*

### **EDUCATION and/or EXPERIENCE:**

- Bachelor's degree in education, social services or related field preferred.
- Minimum of two years of experience with providing behavior support to students in a K-12 environment strongly preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Educational Aide Permit through the Ohio Department of Education.
- Ability to obtain Behavior Technician micro-credential or registration.

**LANGUAGE SKILLS:**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of students or employees of the District.

**MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- Ability to compute and analyze numerical data.

**REASONING ABILITY:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**

- Exhibit qualities of leadership and organizational ability and reflect a spirit of cooperation in working with staff and school administration.
- Ability to maintain composure and emotional stability in highly stressful situations.
- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with students, staff and the community.
- Ability to communicate clearly and concisely both in oral and written form.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

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

While performing the duties of this job, the employee is frequently required to walk and stand. Occasionally, the employee will sit and/or run. The employee will frequently bend or twist at the trunk while performing the duties of this job. The employee will frequently squat, stoop, kneel, reach above the head, reach forward and repeat the same hand motion many times while performing the duties of the job.

The specific vision requirements of the job include good depth perception and occasionally being able to see objects/persons at a distance. While performing the duties of the job, the employee frequently is required to hear conversation in both quiet and noisy environments, and be able to tell where a sound is coming from. The employee must be able to communicate to the team in order to give directions.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee will continuously work inside or outside. Occasionally, the employee must be able to meet deadlines with severe time constraints, and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others. The noise level in the environment is usually moderate/loud.

The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment with the District. This prohibition includes being under the influence of improper substances and manifesting signs of recent use of improper substances.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The Gahanna-Jefferson Public Schools Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, ancestry, military status, or disability.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I hereby agree that I am able to perform all of the essential functions of the job with or without accommodations. A copy was given to me for my records.

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Signature

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Date

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*