

BEHAVIOR SUPPORT COORDINATOR HAMBLÉN COUNTY SCHOOLS

QUALIFICATION REQUIREMENTS:

1. A proven leader.
2. Certification in Special Education or a Registered Behavior Technician (RBT) preferred.
3. At least 10 years of experience working in schools is preferred.
4. Have certification in de-escalation techniques and qualify to be a certified trainer (CPI or TCIS), or be able to obtain certification within 90 days.
5. Must be certified in CPR/First Aid.

ORGANIZATIONAL RELATIONSHIP

The BSC reports to the Assistant Superintendent for Curriculum and Instruction and the Supervisor of Special Programs.

ESSENTIAL FUNCTIONS:

1. Coordinate and implement all de-escalation training and certification in the district.
2. Coordinate, guide, and direct the activities of all behavior specialists in the district, including managing caseloads and approving services.
3. Coordinate the training of all district behavior specialists in data collection, Functional Behavior Assessments (FBA) and Behavior Intervention Plans (BIP).
4. Collecting and recording data based on students' behaviors through direct observation.
5. Ensure FBAs, BIPs, all parent permission forms, and other administrative requirements are completed and maintained current.
6. Attend IEP meetings as required.
7. Streamline the delivery of services and monitor the progress and fidelity of all behavior services delivered.
8. Coordinate and communicate with school administration regarding the services being provided in their respective schools.
9. Frequent communication with parents as required.
10. Crisis prevention and intervention.
11. Perform other duties as assigned by the Assistant Superintendent for Curriculum and Instruction and the Supervisor of Special Programs.

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to change.
3. Adaptability in dealing with people.
4. Demonstrate mature professional judgement.

5. Ability to adapt to a changing work schedule and to prioritize tasks according to urgency.
6. Exercises professional judgement around confidentiality.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 50 lbs., with frequent lifting and/or carrying of objects weighing up to 25 lbs. Other physical demands that may be required are as follows:

1. Pushing
2. Pulling
3. Stooping
4. Kneeling
5. Reaching
6. Handling
7. Talking
8. Hearing
9. Seeing

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. *Intelligence*: Ability to understand instructions and underlying principles; ability to reason and make judgments.
2. *Verbal*: Ability to understand meanings of words and ideas associated with them.
3. *Numerical*: Ability to perform arithmetic operations quickly and accurately.
4. *Data Perception*: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

TERMS OF EMPLOYMENT

1. 210 day contract.
2. Teacher Salary Scale with an additional 10 days.
3. Opportunities for Extended Learning Contracts through the Department of Instruction.

WORK CONDITIONS

Most work will be performed in the school environment with students present.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

July 2025