

## Joliet Township High School

- POSITION TITLE:** Behavioral Support Coordinator
- REPORTS TO:** Building Principal
- QUALIFICATIONS:** Illinois Professional Educator License  
General Administrative or Principal Endorsement  
Four Years of Teaching Experience Preferred
- SUPERVISES:** Building Staff as it pertains to the effective operation of the Behavioral Support Department
- JOB GOAL:** Improve student performance by providing educational leadership in the coordination of student support services within the Behavioral Support Department at each campus and throughout the district.

### **PERFORMANCE RESPONSIBILITIES:**

#### LEADERSHIP

- Understand, support and provide leadership in implementation of the District Strategic Plan, District Improvement Plan and School Improvement Plan(s).
- Demonstrate collaborative leadership.
- Demonstrate integrity, ethical behavior, sound judgment and organizational ability.
- Demonstrate strong assessment, analytical and diagnostic skills.
- Maintain high expectations for students and staff.
- Implement and adhere to district policies and procedures, rules, regulations and directives.
- Provide clear and consistent direction to staff on a continuing basis.
- Provide assistance to parents, staff and students.
- Facilitate effective communication between parents and staff.
- Introduce, promote and develop constructive ideas.
- Attend, participate and provide leadership in community, district and/or school activities and on committees.
- Serve as a resource to building and district personnel and as a liaison to various community partners for the purpose of explaining procedures, conveying and/or receiving information as needed for the planning, developing, and evaluating of services related to assigned role.
- Develop and implement programs designed to facilitate parental and community awareness of programs and services for students and families.
- Serve as the building liaison with outside providers.

- Serve as a member on the Behavioral Health Team.
- Maintain communication with administration, security staff, and School Resource Officer regarding safety and security.
- Serve as the Suspension Appeal Administrator.
- Facilitate all necessary meetings and communications relating to Behavioral Health Teams and Triangle Teams.

#### STAFF/PROGRAM RESEARCH, PLANNING, SUPERVISION AND EVALUATION

- Maintain a safe and effective learning environment.
- Assist building and district administration with recruitment, selection and recommendations for the employment of personnel.
- Evaluate and make appropriate recommendations regarding assignment and the continued employment of staff.
- Collect, analyze and share data to evaluate the effectiveness of supports for students.
- Resolve staff interpersonal conflicts in accordance with district policy and in a manner designed to foster cooperation among staff members.
- Lead the Behavioral Support Staff in the exploration and utilization of preventative and restorative practices as well as alternatives to suspension to reduce instances of exclusionary discipline and the improvement of building climate and culture.
- Coordinate and supervise all departmental pupil personnel events.
- Supervises Health Services.
- Supervises the In-School Suspension and Detention Programs.
- Supervise and evaluate staff as assigned.

#### INSTRUCTION

- Maintain a culture of high expectations.
- Serves as a resource for staff, administrators, and parents in working with students, creating a positive school climate, and helping students develop a positive self-concept.
- Organize and conduct staff meetings to ensure knowledge of and compliance with district policies and procedures.
- Coordinate and monitor other programs as assigned.

#### PROFESSIONAL DEVELOPMENT

- Provide leadership for the District Professional Development program.
- Plan, implement and evaluate professional development and training in accordance with the District Strategic Plan, District Improvement Plan and School Improvement Plan.
- Encourage membership and participation in professional organizations.
- Provide for and encourage opportunities for instructional staff to participate in relevant clinics, workshops, state and regional conferences.

#### PROFESSIONAL GROWTH

- Acquire and share professional knowledge by participation in professional organizations and attendance at conferences and workshops.
- Continue to learn and implement current research based educational innovations.
- Demonstrate the ability to self-evaluate in terms of leadership, performance and professional growth.

#### POLICIES AND PROCEDURES

- Evaluate, interpret, implement and make recommendations regarding policies and procedures.
- Demonstrate knowledge of Federal and State laws pertaining to students and ensure compliance.

#### RECORDS AND REPORTS

- Demonstrate fiscal responsibility and prepare the necessary reports that are required in the management of budgets and grants as assigned.
- Prepare and submit reports regarding assigned activities.
- Prepare and submit local, state, and federal reports, as necessary.
- Provide necessary student records to requesting agencies as appropriate.
- Process and maintain all Behavioral Support paperwork, correspondence and records as required.
- Maintain accurate staff attendance records for payroll and personnel.
- Upon request, attend board meetings and prepare reports for the board.
- Coordinate newsworthy items and releases of information with the Director of Community and Alumni Relations.

#### OTHER

- Lead and support district and building diversity, equity and inclusion initiatives
- Assume other responsibilities as assigned.

**TERMS OF EMPLOYMENT:** Twelve-Month Administrative Position

**EVALUATION:** Performance to be evaluated annually in accordance with Board and Administrative Policies.

**SALARY:** Salary commensurate with experience.