Job Title: Instructional/Behavioral Specialist

Supervisor: Executive Director, Special Education

Position Code: GE21

Pay Grade: 37AI/39AR

Job Classification: Exempt

Contract Length: 220 Days

Job Summary
Position is responsible assisting general and special education teachers in providing classroom and behavior support for students who are academically and/or behaviorally challenged, particularly students with autism.

Essential Duties
1. Assist teachers in the identification and development of individualized instructional/behavioral interventions intended to change behavior; using evidence based strategies to change behavior.
2. Supports teachers in collecting required documentation for activities to include student progress, planning for and implementing behavior plans and data collection.
3. Collaborates with principals, teachers, special education staff to identify, plan and implement professional development activities and determine follow-up as needed.
4. assists teachers in the development of instructional materials, accommodations, modifications and assessments needed for special needs students who are educated in the general education classroom setting and in self contained classrooms.
5. Participates in eligibility and IEP meetings as requested.
6. Assists teachers and administrators in monitoring IEP timelines, coordinating the triennial process and preparing and updating accurate reports.
7. Facilitates the placement of transfer students with current IEPs.
8. Attends all special education department meetings.
9. Models non-discriminatory practices in all activities.

Other Duties
1. Performs any other related duties as assigned by Special Education Administrators.

Job Specifications
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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)
Must possess a Master’s degree in special education or related field and be eligible for Virginia Teaching License. National Board of Applied Behavioral Analysis preferred. Must possess at least 5 years of teaching experience that includes experience with special needs students. Must possess considerable knowledge of effective and varied teaching strategies, classroom accommodations, modifications and varied assessment techniques. Must possess a working knowledge of state and federal regulations and guidelines in special education. Must have ability to conduct and interpret functional behavioral assessments in the development of effective behavior intervention plans. Must possess knowledge of various methods of data collection and subsequent analysis and interpretation of data to drive appropriate instructional and behavioral interventions.
Must possess ability to effectively observe student and teacher performance and provide feedback to improve teaching and learning. Must possess ability to effectively organize and present information both orally and in writing.

**Working Conditions & Physical Requirements**
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 accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

**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. Duties are normally performed in an office/school/classroom environment. The noise level in the work environment is usually moderate to loud.

**Supervision Exercised:**

**Supervision Received:** Executive Director, Special Education

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Instructional/Behavioral Specialist, Special Education will be required to follow any other instructions and to perform any other related duties as assigned by the director or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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I acknowledge that I have received and read this job description.

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