



Job Description

Job Title: Instructional Behavior Specialist

Supervisor: Building Principal

Position Code:

Pay Grade: 35

Job Classification: Exempt

Contract Length: 202 Days

Job Summary

The position is responsible for assisting teachers in providing classroom and behavioral supports for students in the alternative setting. The position is also responsible for providing assistance to all students located at the alternative school regarding academic behaviors and successful transition to a traditional school through analyzing data to identify inappropriate behaviors, planning, implementing and tracking individual behavioral plans; identifying barriers to successful transition and facilitating transition plans.

Essential Duties

1. Develop behavior plans and specific intervention plans for students and assist in their implementation, including using appropriate resources and technology to promote development of critical thinking, problem solving, and pro-social behavior in students, working with students in classrooms to reach goals as determined by their educational plan, and conducting ongoing follow-up assessment/evaluation/observation of progress on the behavior plans.
2. Assist teachers in the identification and development of individualized behavior interventions intended to change behaviors; using evidence based strategies.
3. Collect data regarding student behaviors and recommend appropriate instructional modifications to develop responsible thinking and decision-making skills in students. Identify and implement appropriate interventions for students in need of additional assistance.
4. Develop the skills and self-esteem necessary for identified students to exercise meaningful options in areas of school, leisure, and inter/intra personal relationships. Provide support to students who display impulsive behaviors, low self-esteem, and impaired social skills.
5. Work in a collaborative manner with peers and school personnel to ensure successful and efficient transitioning for students to return to his/her home school to include the creation of Transition Plans.
6. Present professional development for administrators and teachers on behavior intervention, substance abuse, anger management, as well as other topics and support the staff in the implementation of their new learning.
7. Assist families and school staff in accessing community resources.
8. Provide support and informational workshops to parents.
9. Conduct research of current behavior interventions related to students served.
10. Assure that all internal communication is complete and effective.
11. Collaborate with administrators and teachers to create classroom activities for Character Education time
12. Keep teachers and other staff informed of progress, incidents and concerns.
13. Complete required paperwork in an accurate and timely manner
14. Perform other duties that are assigned by the building administrator

Other Duties

1. Performs any other related duties as assigned by the Principal of Enterprise Academy or other appropriate administrators.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor’s Degree or higher in education, counseling, social work, psychology, sociology or a related field or hold a Collegiate Professional Certificate or Postgraduate Professional Certificate. Must possess at least three years of successful experience working with students in alternative or at-risk settings. Must possess instructional knowledge of crisis intervention strategies, ability to apply a gradually progressive system of verbal and non-verbal strategies to effectively deescalate potentially dangerous situations. Must possess an understanding of 40 Developmental Assets and support of intentional asset building in students preferred. Demonstrate knowledge of applied behavioral analysis, behavioral principles and strategies. Ability to demonstrate knowledge of various methods of data collection and subsequent analysis and interpretation for data to drive appropriate behavioral interventions. Ability to conduct and interpret functional behavioral assessments in the development of effective behavior intervention plans. Must be able to maintain frequent, meaningful parental communication and develop proactive partnerships between the student/parent and school district to support academic achievement and pro-social behaviors. Act as a positive role model for students and model professional and ethical standards. Work in a collegial and collaborative manner with peers, school personnel and the school community to promote and support the mission and goals of the school division and abide by all school division policies and procedures. Ability to develop and present ideas effectively, orally and in written form; ability to establish and maintain effective working relationships with school administrators, the School Board, and general public.

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.

Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; 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; physical agility to lift up to 25 pounds.

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 environment.

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

Approvals:

Supervisor Date

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

Employee Name (Print) Signature Date