Purpose Statement

The job of Behavior Specialist was established for the purpose/s of effecting positive behavioral change in students; providing supportive interventions to families and/or students; and complying with Federal, State, county and District policies, regulations and/or procedures.

Essential Functions

• Acts as liaison with the public and mental health community for the purpose of supporting individual student development goals.

• Administers programs and services for behaviorally or emotionally disturbed students for the purpose of improved functioning and ensuring program eligibility and compliance with established guidelines.

• Assists in developing interventions, functional behavior assessments and behavior plans for the purpose of providing a safe and effective educational environment for students with challenging behaviors.

• Assists in developing procedures and training materials for district staff involved with students with challenging behaviors for the purpose of enhancing programs for students and ensuring that program operations are in compliance with established guidelines.

• Conducts workshops, training, in-service presentations, etc. in classroom management techniques and other topics for the purpose of developing skills and establishing effective relationships with behaviorally or emotionally disturbed students.

• Coordinates handling of child abuse and neglect cases through contact with school staff and outside agency personnel for the purpose of complying with mandated requirements.

• Participates in a variety of meetings, workshops and committees for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.

Other Functions

• Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: analyzing data; effective listening; facilitating meetings; monitoring activities; planning; problem solving; record keeping; training; and office practices.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: age appropriate activities/behaviors; codes/laws/rules/regulations/policies; community resources; English grammar/punctuation/ spelling/vocabulary; and treatment modalities and assessment.
ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adaptability/flexibility; communication with persons of diverse backgrounds/knowledge/skills; confidentiality; decision making; detail oriented; leadership and direction; meeting schedules/deadlines; organizing; and teamwork.

Responsibility
Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment
The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 10% walking, and 40% standing. The job is performed in a generally hazard free environment.

Experience
Job related experience within specialized field is required.

Education
Bachelors degree in job related area.

Equivalency
None Specified

Required Testing
None Specified

Certificates & Licenses
Teaching Certificate; and a Valid Tennessee Driver's License & Evidence of Insurability

Clearances
Criminal Justice Fingerprint/Background Clearance

Continuing Educ. / Training
None Specified

FLSA Status
Exempt

Approval Date

Salary Grade

Job Description: Behavior Specialist

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