

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Behavior Specialist

## GENERAL DESCRIPTION

The essential function of the position within the organization is to assist in the prevention of disruptive and at risk behavior of students, by facilitating behavioral services to families directly in the home and to educational staff in the classroom.

### **Primary Duties:**

*This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.*

Orients and trains staff at school; and families at their home in behavioral techniques.

Orients practicum students or interns.

Provides regular observation and feedback to educational staff and families.

Acts as a resource person to staff and families at various locations in behavioral areas as needed.

Evaluates appropriateness of referrals.

Attends case conferences to assist with the coordination of services.

Participates in the planning and implementation of research projects and training seminars.

Meets regularly with supervisor, other pertinent staff and families for the exchange of information, program planning and monitoring.

Functions as liaison of various agencies regarding services being provided.

Serve on area committees that deal with children's issues, especially concerning the areas of child abuse and neglect, at risk behaviors, and severe emotional disturbances.

Follows accepted rules and regulations set by the State of Florida concerning legal requirements pertaining to working with children.

Performs other related duties as may be assigned by supervisor.

### **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

## **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

### **Data Responsibility:**

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*“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Computes or performs complex arithmetic operations using data or information.

**People Responsibility:**

*“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Gives information, guidance, or assistance to people which directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

**Assets Responsibility:**

*“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Has some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

**Mathematical Requirement:**

*“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition and subtraction, multiplication and division, and/or calculating ratios, rates and percents.

**Communications Requirements:**

*“Communications” involves the ability to read, write, and speak.*

Reads complex sentences, instructions, regulations, procedures, or work orders; writes collegially and completes routine job forms and incident reports; speaks collegially using proper grammar.

**Complexity of Work:**

*“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving set procedures and rules and the ability to problem solve with inconsistent frequency; requires normal attention with periods of concentration for accurate results or occasional exposure to unusual pressure.

**Impact of Decisions:**

*“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Impact of decisions affects others including those in immediate work area. Requires thoughtful and focused deliberation with informed choice

**Equipment Usage:**

*“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools,*

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*equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

*Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.*

## **Safety of Others:**

*“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

### **Education Requirements:**

Masters Degree or at least 5 years experience in Exceptional Education or Clinical Services (Behaviorally, i. e. SED/EH, related)

\*Three years prior district level/supervisory experience working with children, educational staff, and families in a educational/clinical setting

\*Certification/License in Emotionally Handicapped (education)or Clinical license

\*Ability to visibly and audibly monitor behavior is required.

\*Ability to physically restrain and control disruptive behavior, in accordance with Monroe County guidelines is required

\*Ability to read and interpret detailed clinical and academic records

\*The position requires a variety of work hours. This may include days, evenings, and/or weekends.

\*Ability to effectively communicate with children, families and educational staff in order to facilitate a decrease in inappropriate behaviors within the home, the community, and the school.

\*Ability to organize and present seminars/trainings to families and professionals concerning behavioral techniques in order to assist with the decrease in disruptive and at risk behaviors.

\*Ability to maintain a professional attitude and respect toward children, families, and others with whom he/she comes in contact.

\*Possess knowledge of, and observe requirements as pertain to confidentiality.

### **Licenses Certifications Registrations Required:**

*“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Appropriate State of Florida professional certification as required and applicable

### **Experience Requirements:**

*“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

May require experience,or a demonstration of job related experience in the targeted area of performance.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

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**Physical Demands:**

Moderate -Heavy (Safe Physical Management) Lifting (up to 20 lbs.),

**Unavoidable Hazards:**

*“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position may be exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, disease/pathogens.

**Sensory Requirements:**

*“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

**American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Term of Employment:**

Annual Contract

**Reports To:**

Director of Exceptional Student Education

**Supervises:**

N/A

PAY GRADE: From: ILA01 To: ILNN03

Number of Months: 10 Number of Days: 196 Hours: 7.5

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Board Approved 3/18/2016