

# Lebanon Community Schools

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## POSITION DESCRIPTION

TITLE: Behavior Support Person  
TYPE: Classified  
REPORTS TO: Principal or Special Education Director

### POSITION SUMMARY:

The primary purpose of this position is to assist in data collection and monitoring of behavior support services; perform a variety of specialized learning techniques, communication strategies, and applied behavioral activities or techniques pertaining to the instruction of mild to severely handicapped students; assist in modeling the use of positive behavior support and intervention techniques for other staff.

### MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent.
2. Demonstrated knowledge and ability through a formal state or local academic assessment.
3. Criminal history clearance.
4. Demonstrated competence of district required training activities OR equivalent training or experience as determined by the Director of Special Education. This may include CPI or other Physical Restraint training.

### ESSENTIAL FUNCTIONS:

1. Assists district behavior specialist and/or building administrator with data collecting, writing behavioral support plans and evaluating their efficacy.
2. Implements behavioral strategies as an intervention tool prior to developing a Behavioral Support Plan for an identified student.
3. Maintains behavior data on students and does data entry into computer system for tracking.
4. Assists the district behavior specialist and/or special education teacher with writing behavior components of the Individual Education Plan (IEP) in cooperation with other special education staff and parents.
5. Assists in developing and carrying out individual programs of instruction and support for designated students under direct supervision of the teacher.
6. Carries out program activities in conjunction with student's IEP and under supervision of classroom/special education teacher(s).
7. Participate in trainings to continue to learn new strategies for behavioral intervention and remediation.
7. Utilizes appropriate measures to provide a safe and secure environment for the student.
8. Participates in staffing or parent meetings as directed.
9. Assists, as needed, in accompanying teachers and identified students on field trips and community based training.
10. Assists parents and community members as needed.
11. Participates in district classified assistant staff development program activities.
12. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents, and staff.
13. Lifts, moves, or restrains a student on a regular basis.
14. Moves students in wheelchairs on primarily level surfaces.
15. Frequent and prolonged talking/hearing conversations.

LEBANON COMMUNITY SCHOOLS  
Position Description  
BSP (cont'd)

OTHER REQUIREMENTS:

1. Possible exposure to bodily fluids due to student or employee illness or injury.
2. Work is almost exclusively indoors.
3. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
4. Occasionally performs other duties as required by supervisor.

WORKPLACE EXPECTATIONS:

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

TERMS OF EMPLOYMENT:

Current work year of approximately 180 paid days, subject to change.

Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Performance in this position will be evaluated in accordance with District policy and regulations concerning personnel evaluation.

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EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

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Employee Name (Print)

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Employee Signature

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Date

**PHYSICAL REQUIREMENTS FOR ESSENTIAL FUNCTIONS**

In an 8 hour workday, this job requires:					
	R - Rarely (Less than .5 hr per day)	O - Occasionally (.5 - 2.5 hrs per day)			
	F - Frequently (2.5 - 5.5 hrs per day)	C - Continually (5.5 - 8 hrs per day)			
	NA - Not Applicable				
Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary standing			X		
Walking (level surface)				X	
Walking (uneven surface)		X			
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)	X				
Climbing (ladder)	X				
Reaching overhead		X			
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing		X			
Fine manipulation			X		
Using foot control	X				
*Pushing/Pulling Maximum weight: 50 lbs.		X			
*Lifting/Carrying Maximum weight: 40 lbs.			X		

\* Identify items typically moved: Students, carts, wheelchairs, chairs, supplies, book, file drawers