

**MILTON-FREEWATER UNIFIED SCHOOL DISTRICT**  
**Job Description**

**JOB TITLE:** Behavior Support Specialist  
**DEPARTMENT:** Elementary Education  
**REPORTS TO:** Principal  
**FLSA STATUS:** Exempt  
**PREPARED BY:** Human Resources

**SUMMARY:**

The job of Behavior Support Specialist is to provide services designed to enhance the existing school and district programming in the area of behavior support. The specialist works in collaboration with school staff, families, and community partners to enable students to better access education opportunities. Behavior Support Specialists provide both direct and indirect supports designed to close the opportunity gap for all students.

**KNOWLEDGE:**

**QUALIFICATIONS:**

- To perform this job successfully, an individual must be able to perform each responsibility and essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Individual will hold a valid driver's license and have reliable, insured transportation for travel between all four counties in the IMESD region.

**EDUCATION / EXPERIENCE:**

- Bachelor's Degree in fields, such as education, child development, early childhood education, psychology, or social work from an accredited institution;
- Master's Degree with TSPC School Counselor preferred
- Experience working in education or child development
- Bi-Lingual preferred

**SKILLS:**

- Ability to multi-task, prioritize, and work in a high-energy department
- Extremely detail oriented and organized
- Possess a familiarity with agencies and services available in the community to provide support to children and families
- Strong interpersonal, written and verbal communication skills
- Excellent Computer Skills: Microsoft Office Suite (Excel, Word, Access, Outlook, and Powerpoint) and web based applications
- Possess excellent interpersonal, verbal and writing skills
- Flexible and amiable to change
- Ability to exercise tact, diplomacy, independent judgement and aptitude for handling and processing privileged information with professional integrity
- Ability to work effectively with staff, community, and local district personnel
- Ability to work independently

## **RESPONSIBILITIES and ESSENTIAL FUNCTIONS:**

1. Individual and small group intervention
2. Collaboration and problem solving with teachers, administrators, and other school staff members
3. Structured support planning and implementation
4. Behavior planning and coordination of implementation
5. Progress monitoring of at-risk students/Data tracking
6. Participation in Student Success Teams (SST's)
7. Communication/coordination with parents, families, and community partners (Lifeways, Umatilla Co. Human Services, Care, DHS, etc.)
8. Classroom observations
9. Crisis intervention and support
10. Facilitate whole-child supports for at-risk students
11. Conduct trainings for school staff members
12. Perform other duties as assigned by the principal or Special Education Director on the evolution of the implementation needs relating to the Student Success Act
13. Specific responsibilities and essential functions related to assignment ( \_\_\_\_ have) or ( \_\_\_\_\_ have not) been attached

## **EFFORT:**

### **Mental:**

- Make decisions, assess risk, perform complex work and proceed with insufficient information
- Ongoing shifts in priority and demands require the need for review and integration of diversified functions and interests

### **Work Place:**

- Work effectively with and responds to people from diverse culture or backgrounds
- Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- Confer regularly with immediate supervisor
- Use and maintain district building property, equipment and materials appropriately
- Follow all district policies, work procedures and reasonable requests by proper authority
- Maintain the integrity of confidential information relating to data, students, parents, staff or district patrons
- Fulfill duties associated with Mandatory Reporting for suspected child abuse or neglect.
- Have regular and punctual attendance, follow instructions, respond to management directions and solicits feedback to improve performance
- Develop job skills necessary to meet changes in the position
- Have regular and punctual attendance at work and work activities, and is punctual in meeting deadlines, attending meetings and following schedules
- All licensed staff will meet the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators
- This position will require travel to and from school locations in the district and may be required to travel on overnight assignments

### **Physical:**

- The physical demands described below are representative of those that must be met by an employee to successfully perform the responsibilities and essential functions of this job.

## **PHYSICAL REQUIREMENTS FOR RESPONSIBILITIES AND ESSENTIAL FUNCTIONS**

In 8-hour workday, this job requires:

R - Rarely (Less than .5 hrs per day)  
 F - Frequently (2.5 – 5.5 hrs per day)  
 NA – Not Applicable

O - Occasionally (.5 – 2.5 hrs per day)  
 C - Continually (5.5 – 8 hrs per day)

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 of wrists				X	
Repetitive use hands squeezing			X		
Fine manipulation				X	
Using foot control		X			
*Pushing/Pulling Maximum weight: 50 lbs.			X		
*Lifting/Carrying Maximum weight: 50 lbs.			X		

\*Identify items typically moved: \_\_\_\_\_

**WORKING CONDITIONS:**

- This position involves working at elementary schools in the district or other authorized settings in the district and community.
- This position is a full time, 189 day, ten-month position. The typical workweek is M-F, 8 hours a day. There will be occasional prolonged and/or irregular hours.
- The person in this position could be exposed to blood or other potentially infectious materials or illnesses during the course of his/her duties.
- The person in this position may be exposed to inappropriate student behavior such as hitting, kicking, biting, yelling, cussing and verbal threats
- Any changes in contract days will be stipulated in each individual contract. Salary and benefits to be established by the Milton-Freewater Education Association in accordance with negotiated agreement with the Milton-Freewater Board of Directors. Schedule and assignments will be established by the principal.

**ADDITIONAL INFORMATION:**

Employee Unit: Milton-Freewater Education Association  
Approved by: Margo Piver, HR Director  
Last revised: March, 10, 2020

**NOTE:**

The Milton-Freewater School District believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define essential knowledge, skills, responsibilities, effort and working conditions but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

**EMPLOYEE STATEMENTS:**

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

"I am aware that my position description may be revised and updated at any time and once notified of changes, I remain responsible for knowledge of its contents."

"I am aware that my position description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment with the Milton-Freewater School District."

"I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities/functions with or without accommodation(s). If I require accommodation(s) in order to fulfill any or all of the essential responsibilities/functions, I agree to provide information to the District regarding the requested accommodation(s)."

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date