

OZARK R-VI SCHOOLS
JOB DESCRIPTION

TITLE: **BEHAVIOR SUPPORT STAFF**

QUALIFICATIONS:

Candidates must have:

1. Substitute certification or teaching certification
2. Ability to communicate effectively
3. Classroom management skills
4. Basic technological skills
5. Demonstrated ability to work collaboratively with others
6. Willingness to assume any responsibilities which are appropriate for the position

REPORTS TO: Building Principal

JOB GOAL: To collaborate with building level principal in developing and implementing a successful Student Support Center.

PERFORMANCE RESPONSIBILITIES:

Provide a quiet and structured environment and limited assistance to Academic Recovery students.

1. Implement a Student Support Center for students who have been assigned a time away from classroom instruction for the purpose of helping the student return back to class.
2. Provide a quiet and structured environment and provide behavior based assistance to students.
3. Monitor the safety, behavior, and productivity of students who are in the Student Support Center.
4. Document visits and behaviors of students.
5. Follow Individual Behavior Plans of students and record necessary documentation as stated in each plan.
6. Handle behavior issues and confidential student information in a professional manner.
7. Coordinate with classroom teachers about academic work that students are assigned while in the Student Support Center.
8. Develop and implement character education and social stories that address specific behavior issues as needed.
9. Communicate effectively, both orally and in writing, with administration, students, and other professionals on a regular basis.
10. Models professional and ethical standards as directed in board policy when dealing with students, parents, peers, and community.
11. Establishes and maintains cooperative working relationships with students, parents and school staff.
12. Participates in training opportunities as established by building principal.
13. Meets professional obligations through efficient work habits such as: following meeting protocol, honoring schedules, and meeting collaborative assignment deadlines.
14. Performs other duties and responsibilities as assigned by their supervisor. All work responsibilities are subject to having performance goals and/or targets established by the building principal.

PHYSICAL DEMANDS: Ability to move around in the instructional area.

TERMS OF EMPLOYMENT: 9 months (At-Will) as per board policy GDBDA

TYPE OF POSITION: Exempt

EVALUATION: Evaluated annually by Building Principal

APPROVED BY SCHOOL BOARD: April 16, 2019