Job Title: Behavior Specialist
Reports to: Director of Student Services
Dept./School: District Wide Primary

Primary Purpose: Collaborate and coordinate districtwide services with district staff and outside personnel to provide educational and career opportunities for students in at-risk situations and homelessness. Facilitate areas of student services to include PBIS, dress code, student code of conduct, student handbook, truancy, and assist with student discipline concerns and DAEP placements. Work with all stakeholders to assist with attendance concerns and student behavior concerns to address and manage children with challenging behaviors. Provide support and services designed to assist in the implementation of behavior and social skills programs.

Qualifications:

- Education/Certification: Bachelor's degree
- Certification in Nonviolent Crisis Intervention and Texas Behavior Support Initiative, preferred

Experience:

- Experience working with behavior challenged students and extreme behavioral issues at all instructional levels
- Experience working with truancy issues and concerns
- Experience in working with special education students identified with behavioral, emotional, and social disabilities

Special Knowledge/Skills:

1. Strong organizational, communication, and interpersonal skills
2. Familiarity with the juvenile judicial system
3. Knowledge of education law, school board policies, social services and school district operations
4. Ability to read and interpret written policies, write letters and memos
5. Knowledge and experience necessary to provide guidance and oversight of the student discipline process
6. Knowledge of truancy laws and court procedures as it relates to truancy cases
7. Demonstrate ability to intervene in a crisis and physically restrain students as necessary per district policy
8. Exhibit effective interpersonal skills and willingness to work collaboratively with classroom teachers and parents
9. Demonstrate effective coaching, problem solving and conferencing skills
10. Express a commitment to professional growth and learning
11. Demonstrate knowledge of emotional disturbance and of research-based behavior support models
12. Thorough understanding of the components of a positive behavior support system

Major Responsibilities and Duties

1. Implement procedures to identify and monitor at-risk students at high school level, including review of student data
2. Coordinate education and community services with district social workers for pregnancy related services
3. Participate in the alternative education placement process
4. Assist in the coordination and compliance with the Drug-Free Schools and Community Act
5. Provide resources and materials to aid staff in accomplishing program goals
6. Consult with parents, administrators, counselors, teachers, community agencies, and other relevant individuals regarding students in at-risk situations
7. Provide behavior support/services and interventions for students with difficult behavior or are in crisis situations
8. Assist with the behavioral process/system and the student discipline/intervention process
9. Assist with daily student discipline and campus concerns
10. Provide training to district staff as needed
11. Assist in making assignments to and dismissals from the Disciplinary Alternative Education Program (DAEP) and Expulsion (JJAEP) hearings
12. Monitor the truancy program and develop strategies to reduce the truancy rate within the district as well as conduct home visits
13. Complete all court filings for WSISD and provide monthly updates
14. Perform other tasks consistent with the goals and objectives of this position
15. Assure that homeless/highly mobile children are fully integrated into the mainstream school setting and offered appropriate educational support as authorized under the McKinney-Vento Act
16. Coordinate and collaborate with school personnel responsible for the provision of education and related services to homeless students

Communication

1. Establish and maintain open communication with parents, campus staff members, and students
2. Maintain a professional relationship with all staff
3. Use effective communication skills to present information accurately and clearly

Policy, Reports, and Law

1. Work with data processing staff to assure accurate PEIMS reporting for attendance and dropouts and to assure an adequate tracking of at-risk students
2. Assist with the collection, processing, and distribution of at-risk data and interpret this information for guidance, administrative, and instructional purposes
3. Compile, maintain, and file all physical and computerized reports, records, and other documents required
4. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy

Employee and Community Relations

1. Use management practices that promote collegiality, teamwork, and collaborative decision making among staff and community
2. Ensure that department operations contribute to the attainment of district goals and objectives
3. Complete other duties as assigned.

Professional Growth and Development

1. Participate in professional development activities
2. Attend and community/professional meetings, conferences, as assigned by the supervisor
3. Seek, accept, and respond to evaluation feedback
4. Actively participate in professional organizations/activities
5. Take the initiative to provide leadership in addressing challenges
6. Participate in professional development activities to improve behavior intervention skills
7. Maintain CPI certification train the trainer certification

Other

1. Keep informed of and comply with state, district, and school regulations and policies
2. Compile, maintain, and file all physical and computerized reports, records, and other documents required
3. Maintains a caseload of students at-risk, attendance concerns, or behavior concerns
4. Other duties as assigned