



Job Description

BEHAVIORAL SUPPORT COORDINATOR

Reports To: School Principal / Building Administrator
FLSA Status: Non-Exempt

JOB SUMMARY

The main function of this role will be to support students who are struggling with social emotional regulation within the Social Learning Centers and inclusive environments. The Behavior Support Coordinator will provide a structured intervention to increase pro-social behaviors within the educational setting, as per students' Individual Education Plans and Behavior Support Plans. The Coordinator will work under the direction of the Special Education Teachers, Behavior Specialist, and Student Services Administration regarding student behavior

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Providing specially designed instruction, role-playing and practice on appropriate student behaviors as identified by special education teachers and specialists.
2. Maintain appropriate boundaries with students while building positive pro-social relationships.
3. Maintain consistent limits with students struggling with behavior and discipline issues.
4. Communicate closely with staff regarding student discipline and behavior intervention plans.
5. After receiving instructional support and practice, will provide development and revision of behavior support plans, and assist with the completion of functional behavior assessments.
6. Coordinate information with parents, teachers and staff seeking input.
7. Communicate to teachers regarding student progress.
8. Maintain the behavior system and keep daily progress.
9. Work cooperatively with specialists and educational support staff.
10. Provide role-playing and practice on good student behaviors identified by special education teachers and specialists.
11. Other duties may be assigned by the administration.

SUPERVISORY RESPONSIBILITIES

None

SALARY

In accordance with the OSEA agreement.

EVALUATION

In accordance with the OSEA agreement.

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QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Bachelor's Degree in Social Science (Psychology, Sociology, Education, or Related Field) required.
2. Ability to communicate orally and in writing with students, parents and teachers.
3. Ability to work as a team with teachers, instructional assistants and administrators and follow through with decisions made.
4. Demonstrate personal initiative and motivation.
5. Work as part of an educational team.
6. Have working knowledge of the developmental needs of children and ability to communicate successfully and develop rapport with students.
7. Ability to write reports, keep data and make public presentations.
8. Ability to set consistent time limits as well as to provide understanding of those struggling with behavioral issues.
9. Have experience and training working with students struggling with emotional and behavioral issues.
10. Other qualifications as deemed necessary by the Superintendent.

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is in an elementary school that combines standard office settings including standard office equipment (fax, copier, phone, computer, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate and occasionally high. May be exposed to bloodborne pathogens.

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OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA, updated by SHSD

Prepared Date: 2023

I have read and understand this job description.

Signature: _____ **Date:** _____