



# SAN MATEO UNION HIGH SCHOOL DISTRICT

## POSITION DESCRIPTION

**JOB TITLE:** Behavior Specialist

**REPORTS TO:** Director of Special Education **SITE:** District Office

**CLASSIFICATION:** Certificated

**WORK YEAR:** Certificated Calendar +  
up to 10 additional days as  
approved and three (3) extra days  
for Extended School Year (ESY)

**SALARY:** Certificated Salary Schedule

**APPROVED BY THE BOARD OF TRUSTEES: June 21, 2018**

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**SUMMARY:** Under the direct supervision of the Director of Special Education, the Behavior Specialist will coordinate and work with school teams to support students with challenging behaviors, including but not limited to autism. The Behavior Specialist will work with students and their families to affect positive behavioral change in school; provide training and coaching to school personnel; and comply with Federal, State, county and District policies, regulations and procedures. In addition, the Behavior Specialist will serve as a coach to school personnel and assist in professional development for staff and parents.

### ESSENTIAL FUNCTIONS:

- Act as liaison with the school's mental health community and parents for the purpose of supporting individual students with challenging behaviors
- Act as the lead for the School to Home Intervention Results (SHIR) program for students who are not coming to school
- Administer programs and services for behaviorally or emotionally disturbed students for the purpose of improving their functioning and ensuring program eligibility and compliance with established guidelines
- Assist in developing interventions, behavior plans/contracts, functional behavior assessments and behavior intervention plans for the purpose of providing a safe and effective educational environment for students with challenging behaviors
- Participate as a member of the District Office Therapeutic Services team
- Assist in developing procedures and training materials for District staff involved with students with challenging behaviors for the purpose of enhancing programs for students and ensuring that program operations are in compliance with established guidelines
- Conduct workshops, training, in-service presentations, etc. in classroom management techniques and other topics for the purpose of developing skills and establishing effective relationships with behaviorally or emotionally disturbed students
- Participate in a variety of meetings, workshops and committees for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit

## **QUALIFICATIONS AND EXPERIENCE:**

### **Education/Training Experience**

This position requires thorough knowledge of:

- Basic Algebra/Geometry
- English grammar/punctuation/spelling/vocabulary
- Age appropriate activities and behaviors
- Codes/laws/rules/regulations/policies that would affect the execution of job duties
- Knowledge of best practices in the instruction of students with disabilities
- Excellent interpersonal, oral and written communication skills
- Exceptional technology skills

### **Qualifications**

- Ability to schedule activities, meetings, and events
- Ability to gather, collate, and classify data
- Possess a valid California Education Specialist Credential or Pupil Personnel Services – school Psychology credential
- A valid California Driver’s License and use of an automobile to travel to sites throughout the District.

### **Physical Demands/Working Conditions**

- Ability to sit for long periods of time
- Eyesight sufficient to read fine print
- Manual dexterity and coordination sufficient to operate a computer keyboard and calculator
- Physical stamina to stand, reach, bend, lift, kneel, and squat
- The ability to lift up to 25 pounds
- Ability to tolerate moderate noise level in working environment

### **OTHER REQUIREMENTS:**

- Department of Justice fingerprint clearance.
- Evidence of Tuberculosis clearance.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

### **SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

### **Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.