



SAN MATEO UNION HIGH SCHOOL DISTRICT CLASSIFIED MANAGEMENT JOB DESCRIPTION

JOB TITLE: **BEHAVIOR PROGRAM MANAGER**
REPORTS TO: Director of Special Education **SITE:** District Office
CLASSIFICATION: Classified Management **WORK YEAR:** 204 Work Days
SALARY: Administrator-Manager Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: April 21, 2022 **EFFECTIVE DATE:** July 1, 2022

JOB SUMMARY:

Under the general supervision of the Director of Special Education, participate and provide leadership in the coordination, management, and evaluation of the District's instructional programs and services in response to the needs of all students. Supervise, evaluate, provide professional development and support to the District Behavior Interventionist Para-Educators and related Instructional Assistants. Perform other related duties as assigned.

ESSENTIAL FUNCTIONS:

- Administer programs and services for students with behavior/emotional issues for the purpose of improving functioning 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.
- Supervise and evaluate the District Behavior Interventionist Para-Educators and related Instructional Assistants.
- Develop, deliver and coordinate on-site training to staff on implementation of appropriate instructional strategies, behavior management, and behavior intervention plans.
- Act as liaison with school site leadership to ensure behavioral support needs are met.
- Coordinate and work with school teams to address students' needs with responsive behavior plans and supports.
- Provide consultative services and direct instructional/behavioral services to students.
- Complete assessments and develop positive support plans.
- Conduct workshops, trainings, 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.
- Act as liaison with the school's mental health community and parents for the purpose of supporting individual students with challenging behaviors.
- Participate as a member of the District Office 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.
- 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.
- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

QUALIFICATIONS:

Education/Training Experience

- Master's degree required.
- Minimum of 2 years of increasingly responsible experience in behavioral analysis, behavior management, and/or social skills training, to students with disabilities.
- Successful experience in the school environment, both special and general education settings.
- Writing assessments that meet state and federal educational standards.

Licenses/Certifications

- Certification as a Board Certified Behavior Analyst (BCBA)
- Certification in CPI, or willingness to become certified
- A valid California Driver's License and use of an automobile to travel to sites throughout the District.

KNOWLEDGE OF:

- Applied Behavior Analysis and other methodologies used for addressing behaviors.
- Effective communication methods orally and in writing.
- Importance of confidentiality and maintaining of sensitive information.
- Computer use and computer software.
- 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.
- Establishing and maintaining effective work relationships with those contacted in the performance of required duties.

ABILITY TO:

- Ability to make independent judgements, analyze difficult situations and make decisions.
- Ability to schedule activities, meetings, and events
- Ability to gather collate, and classify data

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
- Ability to lift up to 25 pounds
- Ability to tolerate moderate noise level in working environment

OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

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.