



South Lane School District

Job Description

Job Title: Behavior Support Specialist

Assignment: Elementary

Reports To: School Administrator

Evaluated By: School Administrator

JOB SUMMARY

The incumbent performs a variety of behavioral support duties to assist the building administrators, teachers, and staff in working with behavioral and emotionally challenged students in an elementary or middle school environment. Works under the day-to-day direction of the building administrators who provide specific directions and oversight. The incumbent is responsible for being familiar with the school/district policies and procedures, which govern their work, and for applying knowledge of IDEA and Section 504 requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Applies specialized knowledge and training in student behavior management, modification, and development in performing some or all of the following essential duties. Other duties may also be assigned depending on the specific assignment.

1. Provide support and counseling to students both in groups and individually.
2. Guide students in the development of effective communication skills with teachers, parents, and peers.
3. Coach students to use more appropriate responses to stress.
4. Collaborate with school personnel on identifying triggers and re-enforcers for problematic behavior.
5. Assist in monitoring progress of student behavior.
6. Demonstrate and tutor students in effective methods of dealing with conflict. Debrief with students after classroom or school conflicts.
7. Assist with student "check-ins" and "check-outs."
8. Encourage students to develop personal goals, especially pertaining to success in the academic setting.
9. Demonstrate how to de-escalate behavior when students are in frustrating situations. Assist students in de-escalation.
10. Provide input into the design and implementation of Functional Behavioral Assessments (FBA) and Behavior Support Plans (BIP).
11. Guide small groups of students to build positive peer relationships and social skills.
12. Work with families of students to support regular school attendance, build positive self-esteem and empower their child to succeed.
13. Connect families and students with community resources.
14. Collaborate with community agencies and service providers to support the healthy development of the student.
15. Responsible for data entry related to student behavior programs.
16. Follow and administer student medical protocols and administers first aid in compliance with district policies.

Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

MARGINAL DUTIES AND RESPONSIBILITIES

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

MINIMUM 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.

Education and/or Experience:

- Associate's degree or equivalent education in counseling, social work, or related fields, or two (2) years of demonstrated successful experience in working with students and applying communication, group facilitation, and behavior intervention skills. All or part of the experience requirement may be met through the substitution of appropriate and related post-high school education on a year for year basis or proportion thereof.
- Must have or be able to pass the district's assessment demonstrating knowledge of, and the ability to assist in reading, writing, and math.

Interpersonal Skills: Possess strong interpersonal skills and ability to work effectively and collaboratively as a team member. Sound judgment and decision making capabilities are essential. Must possess ability to assist, console, and manage students who may be emotionally distraught, or frustrated. Ability to remain calm, focused and in control when working with students, parents, and guardians, who may be emotionally upset. Serve as a positive role model for students and practice professional behaviors.

Language Skills: Ability to communicate with a high level of effectiveness both verbally and in writing in English. Ability to respond to common inquiries or complaints from staff, or members of the community. Ability to read and interpret documents. Ability to write routine reports and correspondence.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Perform math computations accurately and work with accuracy and attention to detail.

Reasoning Ability: Ability to interpret a variety of instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in a variety of situations.

Computer Skills: Skill in the use of office and computer equipment and use of standard office software and student information software.

Other Skills and Abilities: Ability to maintain confidentiality of student information consistent with FERPA requirements. Abide by district rules, regulations, and practices. Ability to appropriately communicate with diverse staff. Ability to exercise good judgment and work in an environment with frequent interruptions.

Certificates, Licenses, Registrations: Certificates as determined by the district, including a valid Oregon Driver License.

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; use a keyboard and monitor. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must be able to regularly lift 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus and peripheral vision.

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 noise level in the work environment is generally low to moderate, but occasionally high depending on student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to blood borne pathogens.

AN EQUAL OPPORTUNITY EMPLOYER

South Lane School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, disability, parental or marital status, age, or genetic information. Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA). Disabled persons may contact Human Resources at (503) 825-5000 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon Relay at (800) 735-2900.

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: CLASS Committee
Reviewed/Adopted By: District CMC

Prepared Date: April 2023
Review Date: April 2023

I have read and understand this job description.

Signature:

Date:
