Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Behavior Support Specialist**

Qualifications:

Credentials: Board Certified Behavior Analyst (BCBA) or candidate preferred, but not required

Education: Bachelors and/or Masters degree in Applied Behavior Analysis, Psychology, Education or related field

Training/Experience Required: Experience working with school-aged children with moderate-to-serve development or mental disabilities/disorders. Experience conducting Functional Behavior Assessments, training and coaching educators, creating Behavior Intervention Plans in a school-setting.

Special Skills, Knowledge, Abilities:
Basic communication skills (oral, written, or business) to exchange information, give and receive simple instructions, and respond to inquiries and directives. This includes filling out forms, Instructions, and writing. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft to proofing of completed materials. Must be able to keep accurate and detailed records, maintain effective working relationships with district employees, families, and students; demonstrate flexibility and dependability in job responsibilities and demonstrate skill in interpersonal relationships.

Job Goal (Purpose of Position): Provides direct technical support to classroom teachers and students in the areas of classroom management, behavioral interventions and support, through on-going consultation, observation, training, and collaboration with staff. Meets with district staff, families, students, and other stake holders to establish behavior intervention plans, necessary support for the classroom, transition plans, and/or Individualized Education Plans.

Contact with Others: An incumbent in this position has regular contact by telephone, email, or in-person with the public to determine factual information needed to perform job duties. Job requires interpreting and translating facts and information, explaining situations and issues to persons and advising them on alternative courses of action. Maintains confidentiality of all information.

Essential Job Functions (Performance Responsibilities):
1. Model core organizational beliefs and values; communicate openly and effectively within and across teams to maximize student success.

2. Conduct functional behavior assessments including records review, classroom observations, interviews with administrators, students, paraprofessionals, parents and others.

3. Create written reports documenting the results of the assessment and review with administrators, teachers, paraprofessionals, parents and others.

4. Conduct reinforcement preference assessments when necessary.

5 . Design data sheets and use data collection methods that are minimally intrusive on teacher time and effort to the greatest extent possible.

6. Provide professional development opportunities for district staff and parents on behavior intervention plans and data collection methods.

7. Monitor for accuracy of data collection and fidelity of behavior interventions and provide constructive feedback.

8. Analyze data and make changes to behavior plans accordingly.

9. Attend data meetings and trainings regularly.

10. Purse professional development activities that align with district goals and initiatives and current professional research.

11. Comply with all policies established by federal, state and local law, State Board of Education rule, and Moore Public Schools district Board policies in the areas of assessment, placement, and planning for services for students.

12. Comply with all district rules, regulations, and procedural requirements in the form of verbal or written directives.

13. Comply with the Professional Code of Ethics and Standard Practices for Oklahoma Educators.

14. Promotes and assists with district-wide initiatives and programs for the best provision of services to MPS students.

15. Performs other duties as assigned.

Site: Various

Reports To: Director of Special Services

Physical/Mental Requirements and Working Conditions:
Incumbent in this position will be required to travel to and from school buildings within the district to perform job duties. The person in this position will attend weekly data meetings and trainings at the Administration Service Center (ASC). In certain instances, may be required to reach certification in Crisis Prevention Intervention (CPI), or other non-violent crisis intervention

program, to physically restrain students in cases of emergencies. Must be aware of and handle situations with due care for safety and health of self, others, and students.

Terms of Employment: In compliance with Negotiated Contract and/or State Law.

Salary: To be established by the Board of Education.

Evaluation: Performance of this job will be evaluated in accordance with Board policy.

Approved 04/11/2022