

MT DIABLO UNIFIED SCHOOL DISTRICT

BEHAVIOR MANAGEMENT SPECIALIST

Summary Definition

Provide behavioral/educational consultation, training and support to staff to enhance their success with students who have challenging educational and behavioral needs. To assist in the assessment of student and classroom needs, the development of individualized curriculum and programs, and the implementation of effective teaching strategies. To prepare and implement recommendations on instructional methods, teaching aids, and positive behavior intervention plans. To train others involved with students to effectively assist and implement strategies to promote student skill acquisition.

Directly Responsible To

Chief, Pupil Services and Special Education

Examples of Duties (to include, but not limited to):

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

1. Take leadership in creating healthful human relationships which will provide a suitable climate for learning and teaching as well as promoting a positive social and emotional environment. **E**
2. Use a behavior analytic, empirical approach to education so that all student recommendations are data driven. **E**
3. Complete appropriate functional assessments in a timely manner and write clear, concise positive behavior intervention plans and progress reports using data to support rationales. Present reports in interdisciplinary and IEP team meetings within prescribed timelines. **E**
4. Provide classroom consultation and support on a student-by-student basis to assist teaching staff in implementing programs with challenging students. Consultation will include, but is not limited to, school psychologists, site and district administrators, teachers, paraprofessionals, parents/guardians, and DIS providers. **E**
5. Design and implement teaching strategies, classroom systems, and individual student programs utilizing the 'best practices' defined by applied behavior analysis and data-guided instruction. **E**

6. Adapt age-appropriate curriculum to behavioral interventions and train others to meet students' educational and behavioral needs. **E**
7. Develop and provide training for administrative and teaching staff, paraprofessionals, parents/guardians, in: **E**
 - applied behavior analysis
 - principles of behavioral intervention, modification, and other behavior management systems
 - behavioral assessments, techniques, and intervention plans
 - crisis management techniques
 - counseling intervention techniques
 - discrete trial methodology
 - management of assaultive behaviors
8. Have experience working with special education and/or students with special needs. **E**
9. Work collaboratively as a team member.
10. Work effectively with all segments of the education community, the general public, and diverse groups and individuals in a manner that achieves district goals.
11. Mediate conflicting opinions in a supportive, positive, respectful manner while making data-based decisions regarding student needs.
12. Maintain effectiveness and flexibility under pressure with ability to adapt to interruptions and changes efficiently.
13. Maintain confidentiality in all matters pertaining to students, families, and others.
14. Perform all duties in adherence with all federal and state laws and regulations, and all district policies, rules, procedures and guidelines, and all bargaining unit agreements.
15. Attend job-related meetings and perform additional duties specified by the Superintendent, **Chief, Pupil Services and Special Education**, or supervisor.
16. Serve on district-level committees as assigned.
17. Perform those non-instructional duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Board of Education.

Skill In:

1. **Handling confidential information with discretion.**
2. **Establishing and maintaining effective working relationships.**

3. **Interpersonal skills using tact, patience, and courtesy.**

4. **Leadership of teams and departments.**

Education and Experience:

Must possess the following requirements or the equivalent for each of the items listed:

1. Bachelor's Degree in a related field and at least 5 years' experience in Special Education and/or education.
2. Demonstrated interest, ability and involvement with innovative and contemporary education initiatives and programs.
3. Master's degree desirable, and possession or eligibility for an Administrative Credential.
4. Progressively responsible management experience.

Environment:

District office environment: fast-paced work with deadlines; frequent interruptions and high demand to multi-task and complete job duties with stringent timelines; maintains high regard for exemplary customer service.

Physical Abilities:

Hear and speak to exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports; sit or stand for extended periods of time; work at a desk, conference table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders and horizontally; lift objects weighing up to 25 pounds.

Diablo Managers Association

Range 15 – 261 Days or 238 Days

Adopted by the Board of Education: September 14, 2015

Revised: