



Northwest Regional Education Service District

NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION

Position Title: Behavior Specialist
Department: Special Student Services
Location: As Assigned
Reports To: As Assigned
Salary: Per negotiated contract, Licensed Salary Schedule
FLSA Status: Exempt
Bargaining Unit: NWEA

Prepared Date: 06/2019

NW REGIONAL ESD'S MISSION STATEMENT: *In partnership with the communities we serve, Northwest Regional ESD improves student learning by providing equitable access to high quality services and support.*

GENERAL DESCRIPTION:

To provide direct service and to assist program staff in responding effectively and appropriately to the behavior-emotional, social skills development and academic support needs of students experiencing emotional and behavioral challenges in the school program environment.

QUALIFICATIONS: Knowledge, Skills and Abilities Required:

1. Master's Degree in psychology, counseling, social work, special education or equivalent.
2. Successful experience with the practices and application of behavior intervention techniques, social skills development, effective communication with students and consultation strategies with staff.
3. Direct experience with students who have emotional and behavioral problems.
4. Appropriate Oregon TSPC Certification.
5. Such alternatives to the above qualifications as the ESD Board may find appropriate and acceptable.
6. Valid Oregon Driver's License

Clatsop Service Center

3194 Marine Drive
Astoria, OR 97103
503-325-2862 Fax: 503-325-1297

Columbia Service Center

800 Port Ave
St. Helens, OR 97051
503-366-4100 Fax: 503-397-0796

Tillamook Service Center

2515 3rd Street
Tillamook, OR 97141
503-842-8423 Fax: 503-397-6272

Washington Service Center

5825 NE Ray Circle
Hillsboro, OR 97124
503-614-1428 Fax: 503-614-1440



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ESSENTIAL FUNCTIONS: Include the following. Performs some or all of the following tasks. Other Duties may be assigned. The duties listed below are not inclusive, but characteristic of the type and level of work assigned for this position.

1. Conduct observations as needed to assist with the evaluation of the student's behavior and social skill level.
2. Complete or assist in the preparation of records, reports, recommendations, and correspondence as necessary.
3. Consult with program staff in the development and implementation of crisis prevention and intervention plans, which may include behavioral programs, teacher strategies, home intervention plans, and mobilization of community resources for direct services.
4. Schedule and/or participate in the interdisciplinary staff meetings and conferences as requested, to support the process of identification, planning and implementation of educational services including development of behavior plans to improve student academic functioning and social adjustment to school.
5. Participate in IEP meetings to determine appropriate Individual Education Programs (IEP) and placement for eligible students.
6. Coordinate activities with other staff for appropriate IEP implementation.
7. Develop and implement social skills programs.
8. Implement or assist with appropriate student discipline and crisis intervention.
9. Consult with local school district staff regarding transition support for students returning to a home school environment.
10. Refer to and consult, as needed, with community agencies to coordinate individual services for students and/or families.
11. Maintain regular and consistent attendance and punctuality
12. Work collaboratively and communicate effectively with staff and customers at all organizational levels
13. Performance of other job-related duties as assigned.
14. Adhere to policies of the NW Regional ESD.

WORKPLACE EXPECTATIONS

- Demonstrate support for NWRESD Mission and Values and Strategic Plan Goals
- Establish and maintain a positive and respectful learning environment and working relationships with students, staff, administration, parents/guardians and community members
- Work effectively with and respond to people from diverse cultural backgrounds
- Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues and parents/guardians
- Hold expectations for high performance of self

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- Demonstrate computer literacy and operate software programs as related to job responsibilities
- Maintain accurate, complete and confidential records as required by law and District policy and regulations
- Maintain the integrity of confidential information relating to a student, family, colleague or NWRESA patron, and use or relay confidential information only in the course of performing assigned responsibilities
- Follow all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority
- Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance and following schedules
- Work collaboratively with other departments

LANGUAGE SKILLS

Ability to read and comprehend complex technical language. Ability to write correspondence and memos. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organizations.

MATHEMATICAL SKILLS

Ability to perform basic mathematical calculations with a high degree of accuracy.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands strength rating reflects the estimated overall strength requirements of the job. The strength rating is expressed by one of the five terms: Sedentary, Light, Medium, Heavy and Very Heavy. This position is classified as Light.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work is generally performed in an office environment with usually low noise levels. Travel to various sites may be required.

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Work is performed in a standard office setting:

Daily:

- Requires regular focus on a computer screen
- May be required to sit, stand, keyboard, write, hear and speak for extended periods of time
- Precise control of fingers and hand movements required
- Work activities may include bending, stooping, kneeling

Weekly:

- Dealing with distraught or difficult individuals

Note: The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

NWRES D believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the ESD's goals.

Equal Opportunity Employer

NWRES D recognizes the diversity and worth of all individuals and groups. It is the policy of NWRES D that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities, or employment.

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. Individuals with disabilities may contact the Chief Human Resources Officer at 503-614-1407 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon telecommunications Relay Service at 1-800-735-2900.

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