

**ST. HELENS SCHOOL DISTRICT**  
**JOB DESCRIPTION**  
**Behavioral Specialist**

**Immediate Supervisor: Director of Student Services**

**General Duties:**

Conduct behavioral evaluations, provide behavioral consultation and training to District staff, facilitate parent and school staffing and IEP meetings. Support staff with development of behavior goals and the development of BSP and/or safety plans.

**Essential Requirements:**

- A. Minimum of Master's Degree in Special Education, School Psychology or Counseling, or equivalent experience and training
- B. A valid Oregon Teaching License with Special Education endorsement, Counselor License, or School Psychologist License
- C. Experience and expertise in student behavior management, collaborative problem solving, staff development
- D. Assists school teams in completing the following behavioral support processes: functional behavior assessments, behavior improvement plans, threat management and safety planning, and develop effective safety intervention programs.
- E. Ability to provide leadership to staff in areas of specialization
- F. Ability to interpret and implement all Board policies, Federal and State Laws, Administrative Regulations and negotiated agreements
- G. Maintains an understanding of resources available in the community to support students with behavioral and/or social skills development needs and/or concerns
- H. Excellent interpersonal skills to consult effectively with teachers, administrators and parents in a variety of settings
- I. Ability to maintain confidentiality when dealing with students, staff, and/or parent information
- J. Very good command of oral and written English language and ability to present effectively to large groups
- K. Ability to communicate with individuals of varied cultural and educational backgrounds
- L. Ability to write or provide staff support on development of IEPs and to follow IDEA and 504 procedures
- M. Attends Individualized Education Plan meetings for students with behavioral support services when needed
- N. Ability to keep and maintain accurate records and to meet deadlines
- O. Physical ability to train and/or assist staff in physical management of students in crisis (OIS/Oregon State approved method)
- P. Maintain integrity of confidential information relating to students, staff, or district patrons
- Q. Creates a positive work environment by:
  - 1. Tolerating others' points of view

- 2. Soliciting input from others
- 3. Resolving conflict at the lowest level possible
- 4. Responding effectively to crisis situations
- R. Adheres to professional ethics as identified by the school district, professional organizations and licensing commissions
- S. Pursues on-going professional growth and opportunities to maintain and improve skills
- T. Perform physical requirements which may include:
  - 1. Moderate to extensive degree of physical and emotional stamina
  - 2. Frequent and prolonged standing, walking and sitting
  - 3. Ability to restrain students when necessary
  - 4. Frequent and prolonged talking/hearing conversations
  - 5. Ability to physically lift or move a student on a regular basis
  - 6. Possible exposure to bodily fluids due to student injury and illnesses
- U. Valid Oregon Driver's license and reliable transportation for on the job travel

### **Essential Responsibilities**

- A. Conduct behavioral assessments and Functional Behavioral Assessments for students
- B. Assist and support building and District staff and parents in the development, implementation and revision of student behavior support plans
- C. Facilitate team processes including problem solving, pre-referral intervention and IEP development for special needs students
- D. Provide technical assistance to staff in all areas related to emotional disturbance and behavior disorders and interventions
- E. Coordinate District, family and community resources to integrate services for students
- F. Participate on school Student Study Teams, IEP and 504 teams as needed
- G. Cultivate and model a respectful working and learning environment
- H. OIS District Staff Trainer (person will be trained for this responsibility)

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

**SALARY:** As negotiated in the SHEA agreement.

**EVALUATION:** In accordance with negotiated SHEA agreement and district policy.

**PHYSICAL DEMANDS & WORK ENVIRONMENT WHICH MAY INCLUDE:**

1. In an eight-hour day the employee may:
  - a. Stand/walk 4 – 6 hours
  - b. Sit 2 – 3 hours
2. The teacher may occasionally:
  - a. Bend/kneel/squat/reach
  - b. Climb Stairs or ladders
  - c. Use hands for repetitive motions
  - d. Lift and hold items to forty pounds

**OTHER:** *The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

**I have read and understand the above requirements of this job description.**

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Employee Name (Print)** \_\_\_\_\_