



Longview Independent School District

JOB DESCRIPTION BEHAVIOR SPECIALIST

JOB TITLE:	Behavior Specialist	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Principal and Director of Special Education	TERMS:	187 days
DEPARTMENT:	Special Education	PAY GRADE:	Administrative 2

PRIMARY PURPOSE:

Initiate and support programs and actions that facilitate a positive, caring climate for learning in an orderly and purposeful environment

QUALIFICATIONS:

Education/Certification:

Bachelor's degree from an accredited college or university
Master's degree from an accredited college or university
License in Counseling and/or Social Services

Special Knowledge and Skills:

Crisis Prevention Intervention or Passive Management of Aggressive Behavior training preferred

Minimum Experience:

Minimum of three years experience working with behavior and/or emotional disordered students preferred

MAJOR RESPONSIBILITIES AND DUTIES:

Behavior Management Programming

1. Assist in facilitating the development, implementation, and evaluation of individual behavior plans by consultation with campus staff
2. Work with faculty and encourage student input in developing a student behavior system that results in positive student behavior and enhances school climate



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Behavior Management Programming (continued)

3. Participate in conferences and ARD meetings as needed to discuss student progress, behavior and possible behavior management
4. Assist in planning and implementing staff development activities for behavior training techniques
5. Assist with in-home family training for parents of students with behavior disorders as recommended by the ARD committee
6. Promote the development, maintenance, and utilization of appropriate information systems and necessary records accurately and efficiently
7. Participate in professional development activities which lead to improved job performance
8. Comply with campus rules, administrative regulations, and state and local board policy
9. Perform duties in a professional, ethical, and responsible manner, as defined in the TEA Code of Ethics

Counseling and Consultation

10. Provide counseling to individual students and/or small groups relative to students needs/concerns
11. Assist in the implementation of social skills instructions
12. Use effective counseling techniques with students
13. Provide technical assistance to district campuses through pre-referral intervention

Coordination with School and Community

14. Work effectively with the school district and other agencies to meet individual student needs
15. Maintain a positive and effective working relationship with colleagues, students, and parents



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Other

16. Comply with district policies, as well as state and federal laws and regulations
17. Adhere to the district's safety policies and procedures
18. Maintain confidentiality in the conduct of district business
19. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
20. Demonstrate regular and prompt attendance
21. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervise assigned counseling aide(s) and clerical employee(s)

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data



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WORKING CONDITIONS: (continued)

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom or adaptive equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; may be required to lift and position students with physical disabilities; control behavior through physical restraint; assist non-ambulatory students

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____
ESTABLISHED/REVISED DATE: April, 2017