

Western Gateway Elementary School
Job Description

<https://westerngateway.school/>

Job Title: Behavior Interventionist

Job Classification: Exempt

Salary: Based on experience & qualifications

Contract Length: Regular School Calendar & Hours

Supervisor: Head of School

Approved By: Heather Zacarias

Date Approved: 2/16/23

Position Summary

The behavior interventionist promotes student success, provides preventive services, and responds to identified student needs by providing individual or small group instruction to students who are struggling behaviorally. This position is responsible for monitoring, reporting, and communicating student progress and performance with behavioral interventions and communicating with classroom teachers and families. The behavior intervention specialist coordinates Functional Assessments of Behavior (FBAs) and Behavior Intervention Plans (BIPs) and provides classroom and school-wide behavior management strategies. The Behavior Specialist will help to design a Multi-Tiered Systems of Support (MTSS) model appropriate to Elementary students.

Essential Duties

1. Administers one-to-one intensive behavior intervention to students, including check-in/check-out systems.
2. Provides individual and group counseling to students with identified behavioral concerns and needs, promoting self-awareness and positive social and academic skills.
3. Conducts conflict resolution and peer mediation sessions.
4. Provides assistance with de-escalating student behaviors and reintegrating students back into the classroom.
5. Manages tiered referral process for behavioral concerns.
6. Collaborates with teachers, administration, and families to help identify best practices for individual and small groups of students.
7. Maintains data-based documentation of continuous monitoring of student performance and progress.
8. Uses identified research-based interventions that focus specifically on individual student needs.
9. Provides data to school teams and participates in decisions about student progress.
10. Communicates with teachers, administration, and families regarding student progress.

11. Develops/delivers/evaluates student planning addressing academic goal setting and transition plans.
12. Informs students and parents about pertinent assessment results, academic programming, behavior intervention strategies, and their implications to overall academic success.
13. Provides input for program development, particularly school-wide classroom management strategies.
14. Assist staff in: defining and measuring behavior; understanding principles of reinforcement; teaching new behavior; implementing strategies for weakening behavior; and identifying antecedents.
15. Facilitate team meetings that: design Behavior Intervention Plans; address classroom organization, effective instruction, social skills instruction, and ethical issues through school-wide positive behavioral support.
16. Work with individual teachers, groups of teachers, and/or the entire staff on issues such as: crisis intervention, learning and collaboration issues, and factors that can affect development and implementation of interventions.
17. Provide recognition of a variety of student accomplishments and positive behaviors.
18. Work cooperatively with building administrators to promote positive student behavior by providing professional development that targets research, strategies, and modeling of instructional practices to support teachers in their implementation of positive behavior support in their classrooms.
19. Advocates for equitable access to programs and services for all students.
20. Under the supervision of the Head of School or designee, may plan and coordinate programs that are an extension of behavioral interventions, i.e., Individual Education Plans, Behavior Intervention Plans, 504 Plans, Child Study Team.
21. Manages social-emotional learning goals for students on Individualized Education Plans and provides services to meet the goals.
22. Serves as a consultant to administrators, teachers, and parents, participating in school leadership team meetings and decision making as requested.
23. Participates with the administration as a team member in the implementation of the district testing program.
24. Adheres to laws, policies, procedures, and ethical standards of Mental Health Professionals.
25. Performs other duties as assigned.

Other Duties

1. Maintains professional competence by attending staff development programs, curriculum development meetings and other professional activities.
2. Actively participates in various student and parent activities which occur in school including PTA, student clubs and after-school activities and events.

3. Creates an effective learning environment through functional, purposeful, and attractive displays, bulletin boards, and activity/learning centers.
4. Performs any other school related duties as assigned by the Head of School or other appropriate administrators.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

1. Master's Degree in counseling or related field.
2. Oklahoma Teaching Certification in Elementary Education or other appropriate Teaching Certification as approved by Oklahoma State Department of Education required.
3. MANDT certification or related training for de-escalation.
4. Elementary or Secondary Counselor, School Counselor (PK-12).
5. Must possess ability to communicate effectively both verbally and in writing.
6. Must possess the ability to establish and maintain positive and effective working relationships with students, staff, parents, and the community.
7. Ability to work cooperatively and collaboratively with others, demonstrate self-discipline and initiative, follow state and district guidelines.
8. Proficient Spanish skills in speaking, reading and writing is not required but preferred.

Communication Requirements

Frequent written, telephone, electronic, and in-person contact with the Head of School, other administrators, teaching and office staff, parents, volunteers, and community representatives for exchange of information and services, and general problem solving. Written correspondence, classroom website, newsletter articles, memos, to disseminate educational information, materials, and records. Frequent contact with parents for purposes of advocacy, education, and general information sharing.

Evaluation

Performance of this job will be evaluated by school administrator(s) using informal and formal observations conducted multiple times each year by evaluators using WGES measurement tool.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor's or Master's degree in education or a related field. Must possess or be eligible for Oklahoma Teaching Certification with appropriate endorsement to teach Elementary

School and/or Early Childhood. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Supervision Exercised: Dependent on grade level and subject; may include instructional assistants, volunteers, tutors.

Supervision Received: Head of School, Director of Educational Services, Instructional Facilitator, Special Education Coordinator

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be performed by individuals currently holding this position and additional duties may be assigned. Western Gateway Elementary School reserves the right to update, revise or change this job description and related duties at any time.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date