

Major Responsibilities and Duties:

1. Develop Functional Behavior Assessments which includes:
 - a. Conduct classroom observations
 - b. Gather data including but not limited to IEP documents, functional analysis screening tools, functional analysis checklists, parent interviews, student interviews, and teacher interviews
 - c. Develop, monitor, and assist staff with the implementation of Behavior Intervention Plans
2. Consult, assist, and provide services in member districts sites and multi-district programs and complete relevant consultant notes and documentation.
3. Attend IEP committee meetings and consult in behavioral planning.
4. Consult with parents, teachers, principals, special education staff, and community agencies concerning intellectual, emotional, and behavioral functioning of referred children when necessary.
5. Be available for consultations regarding program/service effectiveness.
6. Participate in quality assurance reviews as directed by supervisor.
7. Maintain professional skills appropriate to job assignments.

Administration:

1. Accurately compile, maintain, and file all physical and computerized reports, records and other documentation within established timelines and utilizing required resources such as electronic student data management system, online calendar and email, site sign-in sheets, and other systems for reporting services and progress.
2. Comply with policies established by federal and state law, State Board of Education rule, local board policy, and DLSEC guidelines.
3. Comply with all district and campus routines and regulations.
4. Effectively communicate with colleagues, supervisors, member-district staff, students, parents, and other stakeholders.
5. Participate in professional development activities to improve skills related to job assignment.

Other:

1. Maintain confidentiality.
2. Maintain credentials (e.g., certificate, license) as required to perform job duties.
3. Model behavior that is professional, ethical, and responsible.
4. Demonstrate an acceptance of and an ability and willingness to work with individuals of varying physical and mental capacities from diverse cultural and ethnic backgrounds.
5. Keep appointments and adhere to designated work schedule.
6. Use time in a productive manner.
7. Demonstrate the ability to work collaboratively and independently.
8. Support and assist with DLSEC events for students and staff.
9. Perform other duties as assigned by supervisor.

Supervisory Responsibilities:

May direct and monitor the work of behavior assistant(s).

Equipment Used:

Standard office equipment including personal computer and peripherals.

Working Conditions:

Mental demands/physical demands/environmental factors may include but are not limited to:

- Frequent engagement with students in physical activities
 - May work prolonged or irregular hours
 - Maintain emotional control under stress
 - Work with frequent interruptions
 - Possible exposure to biological hazards and communicable diseases
 - **Posture:** Frequent or prolonged walking, standing, sitting, stooping, bending, kneeling, pushing, pulling, and twisting
 - **Motion:** repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching
 - **Lifting:** regular lifting and carrying (up to 40 pounds)
 - **Travel:** travel to campuses/districts, administrative offices, meetings, professional development opportunities, and other job-related activities
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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties and skills that may be required. The Administration and/or Supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Employee Signature

Date

Employee Printed Name