



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Academic-Behavioral Interventionist
Reports To: Principal
FLSA Status: Exempt
Prepared By: Special Education
Approved By: Human Resources
Prepared Date: 06/2010
Last Revised Date: 06/2010

Summary:

Under general supervision, assist with the coordination of both the entering and exiting transition of court placed youth from Intensive Learning Center (ILC) and Youth Center School (YCS) into local/district education or vocational programs. Also, supports the learning environment by enhancing it with academic and behavioral strategies that are aligned with the Positive Behavioral Supports (PBS) model to students, teachers and paraprofessionals.

Essential Duties and Responsibilities:

- Attends Individual Educational Plan (IEP) meetings
- Monitors progress and attendance of transition students; assists students to develop and achieve educational goals and PBS plans; provides skills training of various topics
- Assists in the design of Positive Behavioral Support plans with input from parents, students and staff while monitoring implementation by teachers and paraprofessionals
- Assists in establishing and maintaining relationships with entities such as community mental health, public schools, alternative educational programs, business/community to assist in transition of youth
- Maintains knowledge of available educational support services and programs; provides information regarding services to students, parents and Juvenile Court Case Managers
- Develops and prepares reports, manuals and grant proposals including but not limited to the Behavior Modification Team Meetings and SWIS
- Inputs SWIS (school wide information system) data on a daily basis
- Develops and administers various programs such as conflict resolution and the College and Parents' Program
- Assists with arranging student's class schedules. Ensure students meet graduation requirements in compliance with NCLB
- Responds to emergency situations where students are acting out
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

Bachelor's degree from a four-year college or university in education, social work, criminal justice or related; experience and/or training in secondary/post secondary transition.

Certificates, Licenses, Registrations:

Maintain current licensure/certification in area of discipline.

Other Skills and Abilities:

Presents ideas and information in a manner that gets student's attention and which encourages their engagement

Attitude of acceptance and esteem for students

Ability to write reports, correspondence and documentation

Ability to communicate effectively including listening

Keeps building Principal abreast of transition student status

Ability to efficiently use computer and applicable software

Ability to problem solve

Maintains confidentiality

Develop strategies to meet educational goals

Adapts to frequent changes in the work environment

Practices safe work habits

Develops and maintains atmosphere of teamwork

Uses equipment and material properly

Ability to travel to sites within Kalamazoo County

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Physical Demands:

To perform the job successfully an individual must be able to perform each essential duty satisfactorily.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment:

The noise level in the work environment is usually moderate although can be loud at times.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.

