



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Behavior Support Specialist
Reports To: Program Director
FLSA Status: Exempt
Prepared By: Human Resources
Approved By: N/A
Prepared Date: 10/2006
Last Revised Date: 04/2011

Summary:

Models and teaches implementation of behavioral strategies to parents, teachers, and paraprofessionals.

Essential Duties and Responsibilities:

- Utilizes Kalamazoo RESA's restraint procedures with knowledge and compliance
- Designs individual positive behavior support plan with input from parents and staff
- Demonstrates the implementation of the plan while working individually with the student
- Monitors the implementation of the plan by teachers and paraprofessionals
- Monitors the safe use of physical restraints
- Collects and maintains data on the frequency of physical restraint usage.
- Develops techniques for documenting the effectiveness of the behavior plan
- Generates reports documenting the effectiveness of the behavior plan
- Reports on student's behavior at IEP meetings
- Meets with staff from other school districts to generalize the plan's effectiveness in other settings
- Works in the homes of students to educate parents about behavioral strategies
- Responds to emergency situations where students are acting out
- Develops and presents training to staff regarding positive support strategies
- Regular and consistent attendance
- Other duties may be assigned

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

Education and/or Experience:

Teacher certification in special education, related behavioral psychology degree or, if funding requires, a limited license psychologist and four years of experience working with children who have special needs. Knowledge of positive behavioral support. Preferred credentialing as certified behavioral analyst.

Certificates, License, Registration:

Teaching certification, limited license, or registration as required.

Other Skill & Abilities:

Ability to write reports, correspondence and documentation
Ability to use information from data collection in decision making
Ability to efficiently use computer and applicable software
Effectively present information in front of groups.
Attitude of acceptance and esteem for students
Ability to communicate effectively including listening
Develops and maintains atmosphere of teamwork
Keeps team including administrator abreast of caseload status
Presents information in a manner that maintains student's attention and which encourages their engagement
Maintains confidentiality
Adapts to frequent changes in the work environment
Practices safe work habits
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. The employee must support and transfer students who are unable to completely bear weight on their own with the assistance of other staff.

Work Environment:

The noise level in the work environment is usually moderate. Working with students who have physical and/or mental disabilities.

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.