



## Kalamazoo Regional Educational Service Agency Job Description

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**Job Title:** Positive Behavior Support Facilitator  
**Reports To:** Assistant Superintendent for Instruction  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Approved By:** N/A  
**Prepared Date:** 01/2006  
**Last Revised Date:** 01/2006

### **Summary:**

The Behavior Support Facilitator will provide ongoing support to schools implementing school-wide positive behavioral support programs. The position will provide skill training to school staff and work with staff to implement a school-wide positive behavior support system.

### **Essential Duties and Responsibilities:**

- Provide ongoing support to schools implementing School Wide Positive Behavior Support Program
- Provide support and training to school staff on positive behavior support and intervention, specifically in function-based assessments and linking those findings to effective behavior plans
- Serve as an active, contributing team member of School Wide Positive Behavior Support Team
- Assist the school team in staying focused on long-range PBS implementation goals. Regularly communicate to all staff regarding the PBS team
- Interface with teachers, students, parents and mental health specialists as well as with administrative and support staff
- Work with and make referrals to Community Mental Health providers
- Interview students with the intent to gather preliminary information that will guide direct observation and assessment
- 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 in human services area such as psychology, education or social work.

### **Certificates, License, Registration:**

Maintain current state licensure in area of discipline.

**Other Skill & Abilities:**

High level of comfort in working with community mental health providers and other personnel using a consultative style  
Ability to communicate effectively including listening  
Maintain confidentiality  
Develop and maintain an atmosphere of teamwork  
Ability to resolve interpersonal conflict in a straightforward and timely manner  
Working knowledge of evidence-based practices for supporting student behavior  
Skills in data collection, analysis and systems theory  
Knowledge of effective instructional practices with a focus on teaching as a primary intervention tool  
Ability to adapt to frequent changes in the work environment  
Practices safe work habits  
Ability to set priorities, be organized and be a self-starter  
Attitude of acceptance and esteem for students  
Ability to travel to sites within Kalamazoo County

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Physical Demands:**

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 ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

**Work Environment:**

The noise level 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.