

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: DRAFT  
Salary Schedule: # 264, Row 1

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

**JOB TITLE: BEHAVIOR SUPPORT SPECIALIST**

**JOB PURPOSE STATEMENT:** Under the direction of Educational Services and/or designated Director, perform a variety of specialized duties in the monitoring, analysis and support of identified students with behavioral challenges; collaborate with faculty, staff and families in the design, development and implementation of strategies, Behavioral Support Plans (BSP's), Behavioral Intervention Plans (BIP's), 504's, and Individualized Educational Plans (IEP's) to meet the educational needs of students.

**JOB FUNCTIONS:**

- Perform a variety of specialized duties in the monitoring, analysis and support of identified students with behavioral challenges; assure educational programs meet the intensive and changing needs of students; establish and maintain behavioral goals and objectives for individual students.
- Collaborate with students, staff, and families in the design, development and implementation of behavior management strategies, systems, techniques, BSP's and BIP's to meet the educational needs of students; attend related meetings to discuss, analyze and develop BSP's and BIP's.
- Observe and analyze student behavior in the classroom; assess classroom structure, curriculum requirements and existing behavior management systems; support/develop and implement support plans according to individual student behavioral challenges, needs and issues
- Provide case management in regards to behavioral support to students in school or other locations as appropriate. This will include home visits.
- Train and support interns, Board Certified Assistant Behavior Analysts, Registered Behavior Technicians, or other professionals who implement behavior-analytic interventions.
- Provide consultation and technical assistance to students, staff and families concerning behavior management strategies; respond to inquiries and provide information concerning related support plans, services, practices, techniques, laws, regulations, policies and procedures.
- Write and assist in the creation of detailed and concise BSP's Behavioral Intervention Plans (BIP's), 504's, and Individualized Educational Plans (IEP's) to meet individual student needs, strategies, goals and objectives; prepare and maintain various records and reports related to assigned activities.

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- Develop, implement and conduct in-services and training sessions for staff and parents/guardians concerning behavior management strategies, systems, techniques and procedures; prepare and deliver oral presentations; prepare and distribute related training and informational materials.
- Participate in the development and implementation of behavior management communication systems, methodologies, theories and techniques; assist in evaluating and developing curriculum standards to meet student needs.
- Provide technical information and assistance to the Under the direction of Educational Services and/or designated Director regarding assigned functions and related needs and issues; assist in the formulation and development of policies, procedures and programs as it relates to behavior supports.
- Communicate with County Office personnel, outside agencies, families and the public to exchange information, coordinate activities and resolve issues or concerns.
- Assist transportation staff with issues and concerns related to students with behavioral challenges. Attend various conferences and meetings as assigned.
- Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

- Principles, practices, procedures and techniques involved in the monitoring, analysis and treatment of students with behavioral challenges.
- Positive behavioral intervention techniques.
- Problems and concerns of students with varying needs. Theory and techniques of Applied Behavior Analysis. Development of positive behavior support plans.
- Curriculum, goals and objectives of the department. Record-keeping and report writing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a variety of office equipment including a computer and assigned software. Oral and written communication skills.
- Principles and practices of supervision and training. Applicable laws, codes, regulations, policies and procedures. Interpersonal skills using tact, patience and courtesy.
- Public speaking techniques.

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ABILITY TO:

- Perform a variety of specialized duties in the monitoring, analysis and treatment of identified students with behavioral challenges.
- Collaborate with faculty, staff and families in the design, development and implementation of strategies, BSP's and BIP's to meet the educational needs of students.
- Train and help monitor the performance of support personnel.
- Observe and analyze student behavior in the classroom and assess classroom structure, curriculum requirements and existing behavior management systems.
- Provide consultation and technical assistance concerning behavior management strategies. Write detailed and concise BSP's and assist in the writing of BIP's.
- Develop, implement and conduct in-services and training sessions. Prepare and deliver oral presentations.
- Prepare and maintain a variety of comprehensive reports, records and files. Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others. Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with minimal direction. Plan and organize work.
- Interpret, apply and explain applicable laws, codes, regulations, policies and procedures. Operate a variety of office equipment including a computer and assigned software.

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

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JOB QUALIFICATIONS:

Education:

- Bachelor's degree in psychology or related field and one year experience involving the design and implementation of behavior intervention plans and strategies.

Experience Required:

- Demonstrated expertise in social, emotional and behavioral curriculum/instructional leadership
- Demonstrated expertise in personnel supervision, budget development, facilities management, and community relations

Credential and Licenses

- Valid Board Certified Behavior Analyst® (BCBA®) or equivalent certification.
- TB Clearance
- Drug/Alcohol Clearance
- Valid California Driver's License
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Unrepresented Classified Position