

# JOB DESCRIPTION Cumberland County School District

## SPECIAL EDUCATION BEHAVIOR SUPPORT COORDINATOR

### Purpose Statement

To provide behavioral support to students while coaching teachers and administrators using positive behavior interventions and supports so that all students are successful and able to access their education. This job was also established in order to effect positive behavior change in students; provide supportive interventions to families and/or students; comply with Federal, State, County and District policies, regulations, and /or procedures.

This job reports to the Supervisor of Special Education

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### Essential Functions

- Will model, mentor and support students by working directly with classroom teachers and one to one when determined necessary.
- Will focus on increasing the skills of the regular classroom teacher to better meet the needs of the student with behavioral and/or emotional needs.
- Work collaboratively with the school to identify students in need of early behavioral intervention.
- Will assist in the development of plans and coach teachers in the implementation of plans for programs and services of students with behavioral needs and identifications to ensure program eligibility and compliance.
- Maintain documentation, records and files of student progress.
- Promote a multi-tiered system of support that ensures access to social emotional learning, positive behavior interventions and supports, and sound instruction that supports neural integration.
- Promote a multi-tiered system of support that ensures restorative approaches to student discipline and helps to provide lower stress in the classroom for all.
- Collaborate with other school and outside personnel to provide methods for identification and intervention for students who may need more mental health interventions.
- Collaborate with school personnel, agencies and families in coordinating services.
- Complete all reporting requirements as mandated by the district, state, federal and educational agencies.
- Collect and summarize behavioral data collaboratively with teachers/staff and make recommendations about adjustments that should be made in the plan/program.
- Assist with crisis intervention and prevention.
- Provide opportunities for faculty/staff training to support school-wide positive behavior strategies for students.
- Attends transition training and behavioral workshops and shares information with teachers and staff.
- Supports schools in planning student transitional returns to long and short term change of placement.
- Provide functional behavior assessments and use data to develop tiered interventions of support for individual students as needed.
- Meet regularly with teacher teams to analyze behavior data and develop strategies for students to be successful in the classroom.
- Model behavior management strategies for teachers and staff for successfully addressing challenging behavior.
- Effectively manage escalated student behavior.
- Acts as a liaison with the public and mental health community for the purpose of supporting individual student development goals.
- Other duties as assigned by the Supervisor of Special Education.

### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### Job Requirements: Minimum Qualifications

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; preparing and maintaining accurate records; planning and managing projects; and using pertinent software applications.

KNOWLEDGE is required to speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: stages of child development, community resources, district policies and regulations and/or laws.

ABILITY is required to schedule a significant number of activities, meetings and/or events; often gather, collate, and/or classify data; and use basic job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes' and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the jobs functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. The job is performed under conditions with exposure to risk of injury and/or illness and in varying environmental conditions.

**Experience** 5 years of experience in a behavior setting or other job-related experience is desired.

**Education** Special Education with emphasis on behavior, counseling or Counselor Education

**Requirement** This is a certified position

**Certificates & Licenses** Teachers Certification and or License

### **Continuing Educ. / Training**

Maintain Licensure

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Exempt

### **Approval Date**

### **Salary Grade**