

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	Behavior Specialist Assistant (District)
<b>Department:</b>	District
<b>Reports to:</b>	Behavior Specialist/and or Director of Pupil Personnel
<b>Supervises:</b>	n/a

### Description of job:

**POSITION SUMMARY:** The Behavior Specialist Assistant works under the direct supervision of the District Behavior Specialist to assist in the design, implementation, recording and summarizing of the recorded behavioral data. Applicant will be hired through an interview process. This position will not be put into the annual job assignment process. Final hiring decisions are at the discretion of district administration.

### **A) ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Works under the supervision and direction of the District Behavior Specialist
- Assists the Behavior Specialist in all observations, interventions and data collection activities
- Works within the school and/or classroom to assist building administrators and teachers in implementing the behavioral intervention plans
- Works collaboratively with classroom teachers, School Psychologists, the School Social Workers and other service providers and support personnel (TAs) to implement the designated behavior plans
- Under the direction of the Behavior Specialist, acts as a resource to the classroom teachers for the implementation of the behavior intervention plans
- Assists the District Behavior Specialist and the Team in developing a behavior intervention plan
- Ensures that the behavior plans are implemented following the established intent, with accuracy and with fidelity
- With the support of the Behavior Specialist, supports the classroom teacher in collecting and recording the behavioral responses
- Works directly with a teacher to confirm teacher's knowledge and understanding of the intervention plan and goals, clarifies any misunderstanding, models effective, positive responses and strategies aligned with the goals of the behavior plan
- Summarizes the observation data and/or the intervention data into graphic form for the Team to review and discuss for further action and decision
- At the direction of the District Behavior Specialist, assists other professionals in student crisis intervention procedures as needed
- At the direction of the District Behavior Specialist, conduct classroom observations of identified students to gather information on student-teacher interactions, student responses to class/instructional activities, transitions, classroom structure, and student peer interactions
- In the absence of (or in concert with) the District Behavior Specialist, able to attend the Team meetings to report out on the behavioral data summaries
- In concert with the District Behavior Specialist, report observation information Teams for discussion and to inform student behavior intervention plans and to collaborate with the development of behavioral goals,

### **B) OTHER DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Establish and maintain positive working relationships with building administrators, teachers, service providers and support staff.
- Demonstrate the ability to work collaboratively with team members
- Demonstrate awareness of, sensitivity to the cultural diversity of our student population.

## North Kingstown School Department

- When a crisis arises, assist respondents in applying approved CPI interventions as needed
- Participate in the completion of Functional Behavioral Analysis Reports
- In concert with the District Behavior Specialist, develop charting procedures and graphing methods of student behavior data
- Assist the District Behavior Specialist in maintaining all appropriate records including crisis intervention files and/or incident reports, behavioral tracking forms, etc.
- Assist the District Behavior Specialist in maintaining compliance with state and federal regulations, codes, and reporting requirements
- Assist the District Behavior Specialist in conducting professional development activities relating to CPI interventions, behavior modification techniques and strategies, etc.
- Adheres to established confidentiality standards
- Projects a positive and professional image at all times
- Performs other duties as assigned by the District Behavior Specialist and/or the Director or Assistant Director of Pupil Personnel Services

<b>Protective Personal Equipment:</b>		n/a			
<b>Classification:</b>	<b>Sedentary:</b>	<b>Light:</b>	<b>Medium:</b> x	<b>Heavy:</b>	<b>Very Heavy:</b>
<i>Classification Key:</i>					
<i>Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;</i>					
<i>Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;</i>					
<i>Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;</i>					
<i>Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;</i>					
<i>Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.</i>					
<b>Driving Requirements:</b>	None:	Manual: employee’s car		Automatic: employee’s car	

Work Environment			
<b>Floor Surface:</b>	Carpet or Tile		
<b>Inside:</b>	Up to 100%	<b>Outside:</b>	Up to 10%
<b>Lighting:</b>	Fluorescent or Incandescent		
<b>Vibration:</b>	n/a		

### PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 50 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

CARRYING						
Maximum weight carried: up to 50 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.	X					

## North Kingstown School Department

PUSHING/PULLING						
Maximum push/pull: 35 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
100 + lbs.	X					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting		X			
Standing			X		
Walking			X		
Bending		X			
Twisting		X			
Crawling	X				
Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X			
Reaching – Horizontal			X		
Grasping			X		
Pinching			X		
Manual Dexterity			X		
Fine Dexterity			X		

**FREQUENCY KEY:** Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

### Physical Requirements:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  
- While performing this job the employee may occasionally lift and/or move up to 50 pounds with assistance as necessary.

### Education and/or Experience:

- Minimum of Associates Degree in education, psychology, or social work.
- Two letters of recommendation are required.
- Extensive experience and demonstrated success working with challenging student behaviors is essential.

## North Kingstown School Department

### License/Certificate/Certification:

Rhode Island certification as Teacher Assistant  
CPI training and certified.

### Technological and/or Technical Skills:

- Strong computer skills in data collection, record keeping and document development
- Skilled in using MS EXCEL

### Communication Skills:

- Strong oral and written communications skills. Able to respond simultaneously to a variety of needs for students and staff while maintaining a high degree of sensitivity to individual needs.

### Planning Skills:

- In concert with teacher and/or behavioral specialist

### Interpersonal and Problem solving skills:

- Capable of working collegially with all levels of administration and staff.

### Terms of Employment:

Per North Kingstown Educational Support Professionals contract

### Evaluation:

Performance of this job will be evaluated in accordance with the North Kingstown Educational Support Professionals Contract.

**Date:** 9/17, Revised 6/2018