

# **MID-OHIO EDUCATIONAL SERVICE CENTER**

## **JOB DESCRIPTION**

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<b>Title:</b>	Behavior Specialist
<b>Reports To:</b>	Board Certified Behavior Analyst
<b>Employment Status:</b>	As Determined by the Director of Student Services
<b>Days:</b>	As Determined by the Director of Student Services
<b>MOESC Salary Schedule:</b>	Ed. Consultant
<b>FLSA:</b>	Exempt

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### **QUALIFICATIONS**

- Bachelor's Degree or higher in Education, Counseling, Social Work, Psychology, Sociology or a related field or hold a Collegiate Professional Certificate or Postgraduate Professional Certificate.
- Must hold or be eligible for a license issued by the Ohio Department of Education and Workforce (Teaching, School Counseling, School Psychology, Social Work, or Educational Leadership).
- Knowledge of intervention planning for developing behavior change strategies that focus on reducing problem behaviors and increasing appropriate behaviors.
- 3 years of successful experience working with students who are at-risk or in at-risk/alternative settings (preferred).
- Master's Degree from an accredited institution in a related field (preferred).

### **GENERAL DESCRIPTION**

Provides interventions to targeted students to increase responsible behavior and reduce negative behavior including but not limited to small group and one-on-one interventions. Communicates with student's parents, other district employees, and other school personnel to build and implement a strong support mechanism for the student. Documents, maintains, analyzes and discusses data with the student, parents, and others to determine the impact of the interventions.

### **ESSENTIAL FUNCTIONS/SKILLS**

- Assists in developing interventions, functional behavior assessments and behavior plans for the purpose of providing a safe and effective educational environment for students with challenging behaviors.
- Provides social skills instruction to students utilizing research based.

- Assists in developing procedures and training materials for staff involved with students with challenging behaviors for the purpose of enhancing programs for students and ensuring that program operations are in compliance with established guidelines.
- Conducts workshops, training, in-service presentations, facilitate meetings, etc. in classroom management techniques and other topics for the purpose of developing skills and establishing effective relationships with students.
- Completes all reporting requirements as mandated by the district, state, federal, and educational agencies (i.e. restraint and seclusion, assessments, behavioral data).
- Assists with student crisis intervention.
- Must possess instructional knowledge of crisis intervention strategies.
- Ability to apply a gradually progressive system of verbal and non-verbal strategies to effectively deescalate potentially dangerous situations.
- Ability to demonstrate knowledge of various methods of data collection and subsequent analysis and interpretation for data to drive appropriate behavioral interventions.
- Must serve as a positive role model for students and model professional and ethical standards.
- Ability to work in a collegial and collaborative manner with peers, school personnel and the school community to promote and support the mission and goals of the school division and abide by all school division policies and procedures.
- Ability to develop and present ideas effectively, orally and in written form.
- Ability to establish and maintain effective working relationships with school administrators and other stakeholders.
- Ability to plan and monitor activities and effectively solve problems as needed.
- Technical: Able to work with district technology systems to include special education software. Able to utilize Google Suite, including but not limited to, Google Docs, Google Sheets, etc.
- Interpersonal: The candidate must exhibit excellent communication skills and be able to work collaboratively with staff, students and parents to support academic achievement and pro-social behaviors. Must be able to model and implement behavior strategies to support staff and students struggling with behavior. Must exhibit sound judgment in dealing with people. Must have strong organizational skills. Must be able to maintain harmonious relationships with staff, students, and parents
- Performs other duties as assigned by principal, immediate supervisor and district-level administration.

### **PERSONAL QUALITIES**

- Possesses a high level of professional and ethical standards
- Acknowledges personal accountability for decisions and conduct
- Demonstrates professionalism and contributes to a positive work environment
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed Organizes tasks and manages time effectively while meeting deadlines
- Uses diplomacy and exercises self-control when dealing with other individuals
- Wears work attire appropriate for the position
- Accepts responsibility
- Exhibits a positive outlook

- Takes initiative
- Exhibits a service mentality and is responsive to internal and external client requests for service
- Good Communication skills, both verbal and written
- Ability to work well with others and maintain confidentiality
- Participates in professional development that relates to the position
- Seeks to be a leader in technology integration

## **WORKING CONDITIONS**

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Adjust work hours necessary to complete duties
- Occasional exposure to blood and bodily fluids
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms

## **PHYSICAL DEMANDS**

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

- Work requires definite skilled and accurate physical operations requiring some closely coordinated performance.
- Work requires handling average weight materials or equipment, but not for sustained periods.
- Operate standard office equipment including computers, word processing, spreadsheets and communication software
- This job is performed in a generally clean and healthy environment. Travel among schools and districts is required.
- Shall remain free of any alcohol or nonprescribed controlled substance in the workplace
- throughout employment at Mid-Ohio ESC

## **EVALUATION**

Performance of this job will be evaluated by the Director of Student Services and/or designee according to Mid-Ohio ESC board policy.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of all responsibilities, duties, and skills required for the position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.

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Employee Signature

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Date Received

***The Mid-Ohio Educational Service Center is an equal opportunity employer.***