

Blackwater Community School Job Description

Job Title: Behavior Specialist
Department: Administration
Reports to: Principal
FLSA Status: Non-Exempt
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Summary

Responsible for performing a wide variety of student care activities (K-8) in accordance to state law, tribal law, and federal regulations. Employee is responsible for crisis intervention and passive physical restraint when necessary. Provide behavior intervention services within a school environment (i.e. self-contained classroom, resource room setting, and inclusive classroom setting) including training in social skills, goal setting, conflict resolution, anger management, and academic achievement to students.

Certificates, Licenses, Registration

Valid Arizona Teacher Certification
Valid K-12 Or K-8 Endorsement
Valid Arizona DPS Fingerprint Clearance Card
Ability to Pass National Criminal Background Screen
Must have a CPR and First Aide Certificate, or ability to obtain such certification prior to commencement of employment.

Education and/or Experience

Bachelor's degree required and six months to one-year related experience. Experience with Native American School Systems preferred.

Supervisory Responsibilities

This position has no supervisory duties.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Conducts duties and responsibilities in accordance with the Blackwater Community School Board of Trustee's approved Policies and Procedures, Personnel manual and other policies and procedures of the tribe, state, and federal government.
- Ability to work as a team member in implementing strategies while working with young children with moderate to severe special needs.

- Assist in the transition of students back into the general classroom by providing transition skills, goal setting, conflict resolution, and academic services to facilitate successful outcomes.
- Monitor students as they perform assignments prepared by classroom teacher.
- Maintains a structured, orderly environment in the classroom.
- Maintain accurate attendance records
- Process intake and release forms
- Monitor students on task behavior
- Alert the teacher to any problem or special information about a student.
- Be flexible and perform other duties relating to general job function as assigned by supervisor.
- Accept responsibility for student's well-being and safety while they are in employees care.
- Be alert to and reporting the possibility of any substance use, child abuse, or dangerous situation based upon daily observation.
- Assist in the maintenance of a quiet and orderly classroom environment.
- Share sensitive student and staff information on a need to know bases.
- Be a positive role model for students.

Skills and Abilities: The following characteristics and physical skills are important for the successful performance as assigned duties.

- Knowledge and experience pertaining to behavior management systems and ability to respond to and plan fully to quickly deescalating behavioral situations that involve students in K-5 grades.
- Ability to show respect and sensitivity for cultural differences, and promote a harassment-free environment.
- Ability to uphold organizational values by working ethically and with integrity.
- Active listening skills.
- Ability to focus on solving conflict, not blaming; maintain confidentiality, and keep emotions under control.
- Problem solving skills including using reason even when dealing with emotional topics.
- Ability to write clearly and informatively, presents numerical data effectively, read and interpret written information.
- Ability to observe safety and security procedures, reports potentially unsafe conditions, use equipment and materials properly.
- Ability to adapt to changes in work environmental and manage competing demands.
- Ability to work within approved budget and conserves organizational resources.
- Ability to uphold organizational values by working ethically and with integrity.
- Ability to consistently be at work and on time.
- Ability to read and interpret documents such as safety rules, write routine reports and correspondence.
- Knowledge of Internet software's, e-mail, spreadsheets and word-processing.
- Other duties as assigned

Physical Demands

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 the duties this position will supervise/interact with children ages 3-12, which involve getting down to the child's level physically 45% of the day, which involves bending,

stooping, and kneeling; and will guide/supervise children safety to and from classroom 250 yards 20% of the day.

While performing the duties of this job, the employee is frequently required to stand; walk; sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms and small. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision ability required by this job include visions of both eyes, close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those that any employee encounters while performing the essential functions of this job. Responsible accommodations may be made to enable individuals with disability to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving outside weather conditions. The noise level in the work environment is usually moderate.

I, _____, have reviewed this job description and confirm I am able to perform the essential duties of the position with or without reasonable accommodations.

Signature

Date