

## CHILDREN'S LEARNING CENTER JOB DESCRIPTION

**Job Title:** Behavior Specialist I  
**Reports To:** Clinical Director and Classroom Teacher

Revision Date: 07/01/06

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### **The purpose of this position is to:**

Assist the classroom teacher with up to 14 students in developing, implementing, and evaluating behavioral programs that enhance each student's social, emotional and academic progress.

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### **The most important duties of this position are to:**

1. Assist in the development and implementation of behavioral programs:
    - a. Conduct functional assessments.
    - b. Participate in the development of interim and positive behavior plans.
    - c. Collect and graph data on students' target behaviors and replacement behaviors.
    - d. Participate in the evaluation and revision of behavior plans.
  2. Present data for review during clinical meetings.
  3. Demonstrate effective behavior management strategies.
    - a. Use positive interventions correctly.
    - b. Follow existing behavior change plans.
    - c. Implement various levels of behavior management ranging from verbal prompts to physical restraint as needed.
    - d. Complete paperwork as necessary.
  4. With guidance from teacher, develop and perform the curriculum lessons and tasks required by the teacher, using appropriate teaching strategies.
  5. Model appropriate classroom conduct and work habits.
    - a. Use appropriate verbal and physical behaviors with other staff and students.
    - b. Keep personal work area orderly and accessible.
    - c. Model appropriate coping and problem-solving strategies.
  6. Work cooperatively with the teacher and other staff members.
  7. Assist teacher in creating, completing and filing forms.
  8. Record student performance on the appropriate data keeping forms.
  9. Assist the teacher in creating a physical environment favorable for student progress.
    - a. Assist in keeping classroom clean and tidy.
    - b. Assist in preparing classroom for special events.
    - c. Assist in developing thematic bulletin boards.
  10. Inform the teacher of any student problems or needs which should be communicated to parents and maintain positive communications with parents.
  11. Assist in development of IEPs and writing of Progress Reports as required by the teacher.
  12. Participate in classroom meetings, staff meetings, day treatment meetings, meetings for the development of behavior intervention plans, and in-service training sessions as scheduled.
  13. Inform the teacher of any personnel problems or conflicts which need to be addressed.
  14. Attend at least one outside workshop or in-house training program in behavior analysis per year.
  15. Provide all required documentation to office to maintain eligibility for employment, including but not limited to continuing education, TB test results, fingerprints, driver's license and insurance information.
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### **The minimum education and/or experience for this position:**

1. Completion of Level 4 Assistant Teacher or equivalent hands-on experience with behavior analysis, or the recommendation of the classroom teacher, the Program Coordinator or the Executive Director and the approval of the Clinical Director.
2. At least 8 hours formal classroom/workshop training in behavior analysis.
3. Demonstration of applied behavior analysis skills to include collaboration with the Program Coordinator

or the Clinical Director in the conduct of a functional analysis, or the process of data collection with the subsequent design, implementation and evaluation of a behavior change plan.

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**These skills and abilities will help achieve success in this position:**

1. Understanding of behavior analysis and data collection systems.
  2. Ability to work with an ethnically and educationally diverse group of students, parents and teachers.
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**Hours/Meetings**

This is a full time position, with a 35-hour workweek averaging 7 hours per school day. The workday begins at 8:30 a.m. Behavior Specialists are required to attend all staff meetings, classroom meetings, meetings for the development of behavior intervention plans, and in-service training sessions as scheduled.

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**What position(s) report directly to this position:**

None.

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**Salary:**

			<b>Hourly Equiv.</b>
Step 1:	\$1,950.00 per month x 11 months,	\$21,450.00 annually	(\$14.80)
Step 2:	\$2,080.00 per month x 11 months,	\$22,880.00 annually	(\$15.79)
Step 3:	\$2,210.00 per month x 11 months,	\$24,310.00 annually	(\$16.77)
Step 4:	\$2,340.00 per month x 11 months,	\$25,740.00 annually	(\$17.77)
Step 5:	\$2,470.00 per month x 11 months,	\$27,170.00 annually	(\$18.75)

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