



Job Description

Job Title	Supervisor	Number of Days
Special Education Assistant/ Behavior Specialist	Director of Special Programs	183 days

General Description:

Develops and maintains effective behavioral management and intervention techniques with individuals and groups of students and provides assistance in meeting educational, occupational, and personal needs. Compiles and submits statistical data concerning students served.

QUALIFICATIONS:

Bachelor's (preferred, not required)
High School Diploma

EXPERIENCE:

- Behavior Interventionist Experience (3 years preferred, not required)

BASIC DUTIES AND RESPONSIBILITIES

1. Develop and maintain effective behavioral management and intervention techniques with individuals and student groups and assist in meeting educational needs
2. Provide individual and small group activities designed to improve interpersonal relationships and social skills for all students
3. Effectively conference with administrators, and teachers concerning school and student issues
4. Compile and submit statistical data concerning students served
5. Participate in the Response to Intervention (RTI) meetings to address behavioral issues, impacting learning, for identified students
6. Assist in improving the instruction through classroom observation and Guide/student observation
7. Provide Guides consultation regarding student behavior impacting learning
8. Assist classroom guides and school administrators in implementing research-based interventions
9. Compile, maintain, and file all reports, records, and other documents required
10. Practice strong communication skills
11. Skilled in data analysis and root cause analysis regarding behavior strategies
12. Possess the time management skills to fulfill this role effectively

13. Comply with all policies, operating procedures, legal requirements, and verbal and written directives.
14. Comply with the Professional Code of Ethics and Standard Practices for Texas.
15. Understand current state and federal requirements related to behavior interventions
16. Follow all behavior intervention requirements, board policies, and public school procedures related to behavior intervention
17. Partner with the professional service providers as assigned
18. Possess extensive knowledge of data analysis and progress monitoring
19. Effectively and regularly communicates, meets, and takes an active role in problem-solving with the Leadership Team and other school staff
20. Facilitate the development and implementation of targeted behavior intervention plans
21. Facilitate the analysis of qualitative and quantitative data to make conclusions and take timely action toward meeting assigned school goals

This description is intended to indicate the kinds of tasks and levels of work difficulty required of positions given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

Goodwater Montessori Public Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or disability. In addition to federal law requirements, Goodwater complies with all applicable state and local laws governing nondiscrimination in employment.