

Sonoma County Office of Education – Job Description

Certificated Management

SPECIAL EDUCATION BEHAVIOR SPECIALIST

Definition:

The Behavior Specialist provides support, training, consultation and assessment to school site teams and administrators in support of special education students with behavioral challenges in Sonoma County Office of Education Programs. In the course of his/her duties, the Behavior Specialist will work collaboratively with other service providers, write reports, assist in the assignment & training of teaching assistants, attend IEP meetings as needed and do other related work as required.

Distinguishing Characteristics:

- This position requires the incumbent to have the ability to conduct comprehensive functional analysis & behavioral assessments, develop behavior intervention plans, and write effective behavioral assessments.
- This person develops consultation relationships with Sonoma County Office of Education teams and may train, direct, and monitor the work of teaching assistants assigned to work with students with behavior challenges.
- This person is responsible for effectively presenting complex information on behavior, behavioral assessment, and implementation and training of behavior plans to staff.
- This person is responsible to intervene and model effective behavioral interventions with special education students, analyze behavior from a functional perspective and develop positive interventions on a daily basis.
- This person works as part of a multi-disciplinary team and in support of Sonoma County Office of Education Special Education activities.
- This employee may also be responsible for development of collaborative programs with Sonoma County Office of Education mental health providers. This person receives limited supervision within a broad framework of policies and procedures.

Supervision Exercised and Received:

General supervision and direction is provided by the Special Education region principal.

Example of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Plan, organize and prioritize own work to meet deadlines and accomplish tasks within established timelines, including maintaining accurate records and files.

- Maintain orderly work environment and perform tasks in a prescribed and safe manner.
- Conduct comprehensive functional analysis & behavioral assessments.
- Write effective behavioral assessments.
- Develop consultation relationships with special and general education service providers.
- Effectively present complex information on behavior, behavioral assessment, and implementation of behavior plans to staff.
- Intervene and model effective behavioral interventions with special education students, district staff and administrators.
- Work as part of a multi-disciplinary team.
- Plan, organize, and conduct staff development trainings for school staff.
- Be flexible and receptive to change.
- Work with children and adolescents that have behavioral, learning and social challenges.
- Work with a variety of service providers and agencies.
- Maintain strict confidentiality on job related matters.
- Keep abreast of new developments and research in special education and keep Sonoma County Office of Education current as to these developments.
- Experience in special education conflict resolutions.
- Experience in dealing with diverse groups of students in regular and special education matters.
- Familiar with and experience in the IEP process including development of IEP goals in team meetings.

Employment Standards:

Knowledge of:

- Techniques for developing comprehensive behavioral assessments and behavioral intervention plans.
- Child development and developmental disabilities including, but not limited to, autism spectrum disorders, emotional disturbance, developmental delay, and other special education conditions with behavioral manifestations.
- DSM IV disorders and development of behavior intervention strategies appropriate to such disorders.
- Principles and practices of instruction, curriculum, professional development, and assessment, in a Special Education setting.
- Instructional techniques, materials, and methods for providing information and resources at professional levels.
- General and special education classroom instructional and management strategies and methodologies.
- Educational evaluation tools, materials, theories and trends in assessing and identifying student learning and behavioral characteristics.

Ability to:

- Respond promptly to requests of region principals; provide needed information, assistance, training, materials, and resources.
- Develop behavior intervention plans, with positive interventions and analyze behavior from a functional perspective.
- Establish and maintain cooperative and professional working relationships with individuals, groups, public, and private agencies.
- Working in school environments, providing consultation and training to teachers and assistants, including the adaptation of curriculum and materials for students with severe behavioral challenges.
- Conducting functional assessments and developing behavioral support plans as part of individual education plans, following federal and state guidelines.
- Conduct classroom observations to assess program needs and make recommendations for instruction and training.
- Maintain and improve professional skills and knowledge.

Computer Skills:

- Basic Word Processing skills, such as the ability to format, save files for cross-platform use and in different versions, work with toolbars, menus, and rulers, insert graphics, use borders, and print labels and envelopes.
- Basic Database skills, such as the ability to sort and retrieve records; create layouts, reports, create and print mailing labels; perform mail merge for form letters; add, edit, delete fields and records.
- Basic spreadsheet skills, including the ability to open, modify, save, and print a new or existing spreadsheet, and enter text and numbers.
- Basic email skills, including the ability to send and open a file attachment.
- Basic Internet usage including the ability to use Netscape or Explorer to view web pages, use a search engine, bookmark a site, download a file; print out web pages, copy text, edit bookmarks, print web pages, and observe copyright regulations.

Education and Experience:

Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- A Bachelor of Arts or Science in applied behavioral sciences, psychology, social work, sociology, education, or mental health related field is required.
- Master's degree issued by a regionally accredited post-secondary institution in education, psychology, counseling, behavior analysis, behavior science, human development, social work, rehabilitation, or in a related field is desired.

Experience:

- Three (3) years of experience pertaining to duties listed, including experience in staff development and in-service training is desirable.

- Five (5) years of experience in school settings.

Credentials:

- A valid California Education Specialist Instruction Teaching Credential or
- Pupil Personnel Services Credential/School Counseling or School Psychology and
- Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance
- BCBA Certificate

Desirable Credentials, Licenses and Degrees:

- Valid California Administrative Services Credential.
- License as a Clinical Social Worker; or Marriage, Family & Child Counselor.
- License as an Educational Psychologist.

Physical Abilities:

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.

- Positions in this classification work indoors and sit for long periods of time.
- The position requires daily oral communication in person and on the telephone, and frequent written communication.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.
- The work involves operating a computer, calculator, copier, and other equipment, and involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Forms and copies are color coded, requiring the ability to distinguish among colors.
- Requires visual acuity sufficient to recognize people, words, and numbers.
- Reaching and lifting up to forty (40) pounds, with assistance.
- Must have normal vision (20/20), corrected or uncorrected.

Work environment:

The following conditions may be present:

- Walking on uneven ground when outdoors.
- Exposure to student illnesses, injuries, infections and bodily fluids.
- May be exposed to chemicals contained in cleaning products.
- May be required to maneuver into awkward positions.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by the Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of

employment.

- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

Other:

- Revised: March 5, 2018
- FLSA Status: Exempt
- Bargaining Unit: Unrepresented
- Approved by: Human Resource Services