



Job Description

TITLE:

Behavior Support Coordinator

POSITION SUMMARY

The coordinator will provide support for school climate improvement and a positive approach to school-wide behavior in all 4J schools (K-12). The coordinator will work with school staffs to establish a positive learning environment that promotes a high level of achievement for a diverse population of students. The coordinator will be supervised by the Director of Educational Support Services.

MINIMUM QUALIFICATIONS

- Valid Oregon teacher's license.

ESSENTIAL FUNCTIONS

Meets the standards of Competent and Ethical Performance as outlined in Oregon Administrative Rules (OAR 584-020-000 to 584-020-0045). The following are examples of principle duties; however, any one position may not cover all duties listed and examples may not cover all duties an employee is expected to perform.

1. Articulate a consistent vision for district level support of school climate improvement.
2. Effectively work with and respond to people from diverse cultures or backgrounds.
3. Present status and activities of the project to the School Board and district and school administrators on a regular basis.
4. Meet regularly with behavior support teams and building facilitators to keep them informed, facilitate sharing, help them solve problems and let them know how important their efforts are.
5. Maintain a strong connection to behavior support experts and practitioners at the University of Oregon, Bethel and Springfield school districts, Lane Education Service District and Oregon Positive Behavior Support.
6. Share workshops, activities and knowledge with colleagues.
7. Participate with community organizations in projects to reduce violence. Serve on the Domestic Violence Council to represent Lane County Schools.
8. Work effectively and collaboratively with diverse student, staff and community populations.
9. Schedule and conduct activities necessary to positive behavior support in schools at a variety of levels of implementation.
10. Delegate tasks that will help build capacity at the district and building levels.
11. Manage the budget to maximize school teams' ability to maintain and enhance behavior support.
12. Keep current on research and best practices around behavior.
13. Oversee school teams' data tracking and use of resources related to their behavior program.
14. Assist schools to generate reports that will be useful to team and staff decision-making.
15. Work with Computing and Information Services to collect and report data on discipline that is required by the state and federal governments.
16. Train school behavior support teams new to the project in school-wide systems.
17. Provide booster trainings and workshops in individual and classroom systems to veteran teams.
18. Present workshops designed to train selected staff members in each school to conduct functional assessments and develop behavior support plans based on them.



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19. Train staffs in identification of, prevention of and dealing with harassment and bullying.
20. Assist staffs in trouble-shooting their systems.
20. Work with SSTs to develop function-based behavior support plans for students with extreme or difficult behavior patterns.
22. Provide assistance for teachers having difficulty managing student behavior.
23. Facilitate or participate in school efforts to improve climate.

WORK ENVIRONMENT

- a. This position is primarily performed indoors in school buildings, although some outdoor instruction and supervision are required.
- b. Evenings and/or extended work hours are often required.
- c. Requires frequent traveling between work sites.
- d.

WORKPLACE EXPECTATIONS

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulleting, announcements, applicable position descriptions, and reasonable requests by proper authority.

All licensed employees will meet the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.

WORK YEAR AND BENEFITS

This position follows the regular teacher work year and benefits are commensurate with the other members of the collective bargaining unit.

SALARY

Salary and benefits based on current District Salary Schedule and Negotiated agreement.

EMPLOYEE STATEMENT

“I have reviewed the above position description and understand its contents.”



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“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).

Employee Name (Print)

Date

Employee Signature

Date