

NATIONAL SCHOOL DISTRICT
JOB DESCRIPTION

Page 1 of 2

JOB TITLE: PROGRAM SPECIALIST-BEHAVIOR SPECIALIST

Job Purpose Statement: Under the general direction of the Director of Special Education, provides overall program and technical assistance, coordinates staff development as requested with an emphasis in educationally related mental health services (ERMHS), Autism, behavioral and social disorders.

Essential Job Functions:

- Observes, consults with school staff, site administration, general education teachers, students, families and special education staff in the designated support area of social, behavioral and mental health services.
- Coordinates programs, mental health resources and assists in evaluating the effectiveness of programs for individuals with exceptional needs in the area of social, behavioral and mental health service.
- Provides coordination, consultation support with materials to support positive behavioral, social outcomes and program development specifically in mental health areas of need for student success within classroom school site environments.
- Assists in planning and implementation of staff development, program development and innovation of specialized behavioral methods and approaches at site, district and SELPA levels.
- Assists in supervising and evaluating assigned personnel.
- Participates as a member of the IEP Team as appropriate and as the Administrator as needed.
- Assists special education personnel in implementing and coordinating services related to social, emotional and behavioral services provided through the IEP.
- Responsible for monitoring educationally related mental health curriculum, social skills materials and methodology in area(s) of expertise.
- Serves as a resource in the identification, selection, production and use the instructional materials.
- Assists in the articulation of special education programs between elementary and middle school.
- Maintains knowledge of current laws and regulations pertaining to individuals with exceptional needs through attendance at meetings, in-service programs, conferences and reading current literature.
- Participates in compliance, focused monitoring and technical assistance reviews for the state.

Other Job Functions:

- Perform related duties as assigned, self-directed and collaboratively as needed.

Job Requirement - Qualifications

- **Experience Required:** At least five years of successful experience working in a variety of special education program settings, experience in educationally related mental health services. Bilingual English/Spanish is desirable.

Knowledge and /or Abilities Required:

Knowledge of

Special Education identification and assessment procedures, development of behavior intervention plans, and instructional programs to address identified student needs, behavioral and management strategies and techniques relating to students who require significant behavioral interventions, mental health supports and practices, laws and regulations related to special education and individuals with disabilities.

Abilities to:

Plan, organize, and facilitate IEP meetings, interpret multidisciplinary reports, work collaboratively with teams, site administrators, parents and students. Manage personnel and programs. Maintain records, meet scheduling deadlines, communicate effectively orally and in writing, establish and maintain effective organization, community and public relationships. Stand and walk for prolonged periods perform a variety of specialized and specific tasks.

Education Required: Masters' degree in an appropriate educational field.

Licenses, Certifications, Bonding and/or Testing Required: Must possess a valid California Special Education or PPS Credential. Shall have advanced training and experience in working with individuals with significant behavioral disorders

Board Certified Behavior Analyst Certification (BCBA) desired.

California Administrative Services Credential preferred.