

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Behavior Intervention Coordinator	REPORTS: Director, Special Education
DEPARTMENT: Special Education	CLASSIFICATION: Certificated Management
FLSA: Exempt	WORK YEAR: 221
ISSUED: January 17, 2013	SALARY: Range 23

BASIC FUNCTIONS:

Under the direction of the Director of Special Education or designee, the Coordinator of Behavioral Health plans, organizes, coordinates, supervises and is responsible for the implementation of comprehensive behavioral health and behavior intervention programs for students.

REPRESENTATIVE DUTIES:

Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principle job elements.

E = ESSENTIAL FUNCTIONS:

MINIMUM REQUIREMENTS:

Assists in the supervision and evaluation of personnel in the special education department as directed. **(E)**

Maintains an updated working knowledge of laws, regulations, and board policies relating to special education and specifically in the area of behavioral health and behavior intervention. **(E)**

Assists in the development and formulation of District policy and procedures as it relates to behavioral health and behavior intervention. **(E)**

Chairs and conducts meetings as necessary.

Coordinates and evaluates intervention services for students eligible for special education. **(E)**

Assists in monitoring student placement procedures for special education programs.

Coordinates behavioral health staffing with school sites, Human Resources, and Business Services as directed. **(E)**

Coordinates professional development for the District school psychologists, behavioral intervention specialists and aides, and behavioral health counselors. **(E)**

Monitors, collects, and analyzes data pertaining to student behavior and discipline. **(E)**

Coordinates District wide behavioral Response to Intervention (RTI).

Assists in resolutions, mediations, and due process hearings.

Communicates with school and District personnel to exchange information, provide training, coordinate activities and resolve issues.

Performs other duties and assumes other responsibilities as may be assigned by the Director of Special Education.

EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:

Valid California administrative credential authorizing service as an administrator is required.

Valid special education credential or school psychologist authorization.

Masters degree desirable.

Five years of successful experience participating in and/or administering and supervising special education programs desirable.

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Federal, state and local regulations including but not limited to civil rights legislation relating to general education, special education, confidentiality, school records, attendance, program eligibility and suspension/expulsion.
- Behavior interventions, functional behavior assessments, the Hughes Bill, and/or crisis interventions.
- Developmental, social/emotional and behavioral characteristics of pre-school and school age students.

ABILITY TO:

- Plan and coordinate the operations of a District behavioral health and behavioral management program.
- Train and supervise staff.
- Interact effectively with staff, parents and pupils of diverse backgrounds and experiences.
- Effectively deal with site and District personnel, social services, and other agencies in resolving student problems and concerns.
- Communicate effectively in oral and written form, ensuring understandable and thorough communication.
- Understand and carry out oral and written directions with minimal accountability controls.
- Establish and maintain effective organizational, public, and community relationships.
- Operate computer and computer programs.

WORKING CONDITIONS:

ENVIRONMENT:

- District office environment and school sites.
- Demanding timelines.
- Subject to driving to a variety of locations to work during day and evening hours.

- Must have valid California driver's license and automobile available for use.
- Subject to frequent interruptions and extensive contact with students, staff, parents and the public.
- May come in contact with hostile people.
- Indoor and outdoor environment.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders, and horizontally.
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read, and to prepare/process documents and to monitor various services and personnel.
- Sitting for extended periods.
- Standing for extended periods.
- Walking over rough or uneven surfaces.
- Climbing, occasional use of stepladders.
- Physical activity may be required, which could include moderate lifting.
- Ability to appropriately conduct Crisis Prevention Intervention (CPI).

HAZARDS:

- Extended viewing of computer monitor.
- Working around and with office equipment having moving parts.
- Subject to driving to a variety of locations to conduct work during day and evening hours.

FUNDING:

Continuity of this position is contingent on continued availability of funding.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Behavior Intervention Coordinator and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

(Signature of employee)

(Date)

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourage both prospective and current employees to discuss potential accommodations with the Division of Human Resources.

Board approved: January 17, 2013