



# Northwest Regional Education Service District

## NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION

**Position Title:** BEHAVIOR SPECIALIST

**Department:** Special Student Services

**Location:** As Assigned

**Reports To:** As Assigned

**FLSA Status:** Exempt

**Bargaining Unit:** NWEA

**Compensation:** Licensed Salary Schedule

**Work Days:** 192 Days

Prepared Date: 6/2019

Revised Date: 2/2024

### NW REGIONAL ESD'S MISSION STATEMENT

*In partnership with the communities we serve, Northwest Regional ESD improves student learning by providing equitable access to high quality services and support.*

#### **General Description:**

To provide direct service and to assist program staff in responding effectively and appropriately to the behavior-emotional, social skills development and academic support needs of students experiencing emotional and behavioral challenges in the school program environment.

**QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

1. Master's Degree in psychology, counseling, social work, special education, or equivalent
2. Successful experience with the practices and application of behavior intervention techniques, social skills development, effective communication with students, and consultation strategies with staff
3. Direct experience with students who have emotional and behavioral problems
4. Appropriate Oregon TSPC Certification or Board Certified Behavior Analyst Certification



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5. Bilingual and bicultural skills in such common languages to NWRESD preferred
6. Valid driver's license, vehicle available for use on the job, and accompanying automobile insurance

## **KNOWLEDGE, SKILLS, and ABILITIES:**

1. Demonstrate a commitment to diversity, equity, inclusion, and belonging through continuous development, modeling inclusive behaviors, and proactively managing bias
2. Ability to work with very high degree of accuracy and organizational skills
3. Ability to exhibit professionalism and effective human relations
4. Confer regularly with immediate supervisor
5. Demonstrated ability to work with schools, districts and other partners
6. Ability to make decisions independently and to use initiative and judgment in accomplishing tasks following overall policies and objectives
7. Maintain professional and technical knowledge by participating in professional development activities

## **ESSENTIAL FUNCTIONS: Include the following. Performs some or all of the following tasks. Other Duties may be assigned.** The duties listed below are not inclusive, but characteristic of the type and level of work assigned for this position.

- A. Conduct observations as needed to assist with the evaluation of the student's behavior and social skill level
- B. Complete or assist in the preparation of records, reports, recommendations, and correspondence as necessary
- C. Consult with program staff in the development and implementation of crisis prevention and intervention plans, which may include behavioral programs, teacher strategies, home intervention plans, and mobilization of community resources for direct services
- D. Schedule and/or participate in the interdisciplinary staff meetings and conferences as requested, to support the process of identification, planning, and implementation of educational services including development of behavior plans to improve student academic functioning and social adjustment to school
- E. Participate in IEP meetings to determine appropriate Individual Education Programs and placement for eligible students
- F. Coordinate activities with other staff or appropriate IEP implementation
- G. Develop and implement social skills programs
- H. Implement or assist with appropriate student discipline and crisis intervention
- I. Consult with local school district staff regarding transition support for students returning to a home school environment
- J. Refer to and consult, as needed, with community agencies to coordinate individual services for students and/or families
- K. Obtain and maintain skills in one or more of Oregon's approved de-escalation systems,



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- including obtaining certification to become a certified trainer
- L. Perform other job-related duties as assigned

## **WORKPLACE EXPECTATIONS**

- Demonstrate support for NWRESD Mission and Values and Strategic Plan Goals
- Establish and maintain a positive and respectful working environment and professional relationships with students, staff, administration, families, and community members
- Work effectively with and respond to people from diverse cultural backgrounds
- Participate in various meetings for the purpose of receiving information or sharing information and expertise with others
- Hold expectations for high performance of self
- Maintain accurate, complete and confidential records as required by law and NWRESD policy and regulations
- Maintain the integrity of confidential information relating to a student, family, colleague or NWRESD patron, and use or relay confidential information only in the course of performing assigned responsibilities
- Follow all laws, NWRESD policies, rules, regulations, memos, announcements and reasonable requests by proper authority
- Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance, and following schedules
- Work collaboratively with other departments

## **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret documents such as software manuals/instructions and procedural manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to families, staff, and other district personnel.

## **MATHEMATICAL SKILLS:**

Ability to perform basic mathematical calculations with a high degree of accuracy. Must apply concepts such as fractions, percentages, ratios and proportions to practical situations.

## **REASONING ABILITY:**

Ability to apply common sense to carry out oral and written instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.



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## **WORK ENVIRONMENT:**

Work is generally performed in a standard office setting. Travel to various sites may be required.

### **Daily:**

- Requires regular focus on a computer screen.
- May be required to sit, stand, keyboard, write, hear and speak for extended periods of time.
- Precise control of fingers and hand movements required.
- Work activities may include bending, running, crawling, twisting, stooping, kneeling.

### **Weekly:**

- Ability to perform job and communicate in a noisy environment.
- Travel to various sites may be required

## **Required Physical Demands of Essential Functions and Responsibilities:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. Staff are expected to possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If accommodation(s) are required to perform any or all of the job functions, then the employee must notify Human Resources and agree to provide information to the District regarding the requested accommodation(s).

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, run, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds.

**Note:** The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

***NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the ESD's goals.***



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## **Equal Opportunity Employer**

Northwest Regional Education Service District is an equal opportunity employer; committed to building an inclusive community and an environment free from discrimination, harassment, and retaliation. We are proud to be [an antiracist organization](#). We work to understand how racial ideology is manufactured and how it impacts the lives of our staff and those we serve.

Northwest Regional Education Service District is proud to be an antiracist, [Equal Employment Opportunity](#) and Affirmative Action employer. We are committed to ensuring diversity and inclusion in all aspects of recruitment, selection, and employment without regard to race, disability, gender identity/expression, sexual orientation, national origin, ethnicity, religion, veteran or military status, or any other category protected under the law.

Northwest Regional Education Service District is committed to providing reasonable accommodations in our recruitment procedures for individuals experiencing a disability. If you need assistance or accommodation due to a disability, please contact us at [hrhelp@nwresd.k12.or.us](mailto:hrhelp@nwresd.k12.or.us). Persons who are deaf, hard of hearing, or have limitations in their speech may contact the district for assistance through the Oregon Telecommunications Relay Service at 1-800-735-2900.