

**Job Summary:**

The job of Program Specialist - Behavioral Specialist is done for the purpose/s of assisting the special education staff. He/she consults, coordinates, plans programs, provides behavioral resources and assesses the effectiveness of behavioral intervention programs for disabled students. The program specialist shall also participate in in-service training, research, program development and innovation of special methods and approaches. The program specialist designs, implements, supervises and monitors effective behavioral intervention plans and in-home behavioral intervention programs. The program specialist may also be responsible for appropriate identification, assessment and guidance programming for disabled students.

**Essential Functions:**

- ▶ Collaborates with teachers, administrators and support staff for the purpose of implementing, supervising and monitoring effective behavioral intervention plans and in-home intervention programs.
- ▶ Provides input for Individualized Education Plans (IEP) for the purpose of staying in compliance with due process of law requirements.
- ▶ Completes Behavioral Support Plans (BSP) and/or Behavior Intervention Plans (BIP) for the purpose of staying in compliance with due process of law requirements
- ▶ Consults with teachers, administrators and support staff for the purpose of serving as an integral member of IEP teams.
- ▶ Designs research-based behavior support plans for the purpose of assuring that students receive the most effective behavioral support program.
- ▶ Documents program results for the purpose of evaluating effectiveness of interventions and receipt of educational benefits for students.
- ▶ Maintains accurate records and other required data for the purpose of assuring confidentiality, due process and program effectiveness.
- ▶ Manages difficult behavioral cases for the purpose of assuring appropriate behavioral support services.
- ▶ Provides in-service presentations for the purpose of assisting staff to develop and implement appropriate behavioral support programs.
- ▶ Serves students, parents, teachers, administrators, support staff, service providers and agencies for the purpose of acting as a resource for guidance with issues, laws, regulations and educational trends related to effective behavioral support interventions.

**Skills, Knowledge and/or Abilities:**

- ▶ **Skills to:**
  - communicate effectively, orally, and in writing;
  - demonstrate effective behavior interventions;
- ▶ **Knowledge of:**
  - due process rights and procedures;
  - IEP and Hughes Bill Processes;
  - functional behavioral assessment and analysis;
  - agency services available in the planning for behavioral services for students with disabilities;
  - research findings, implementation strategies, evaluation of effective interventions related to behavioral support planning;
- ▶ **Ability to:**
  - assess students with behavioral challenges;
  - identify, design, implement, monitor and evaluate behavioral interventions;
  - provide in-services and other types of training to staff, parents, agencies and others;
  - interact effectively with parents, staff, agency representative and others;
  - collaborate, consult and coordinate with others to provide comprehensive and effective behavioral interventions for students;
  - use applied behavior analysis;

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally the job requires 65% sitting, 15% walking and 20% standing. The job is performed under minimal temperature variations.

**Experience Required:**

- ▶ Three years experience in special education or behavioral specialist consultation.
- ▶ Experience should include application of researched-based behavior analysis techniques, in-service training of professionals, paraprofessionals and parents, and participation in the Individualized Educational Program meetings.

**Education Required:**

- ▶ Masters degree in Special Education, Counseling or Psychology.

**Clearances, Certificates, Licenses, Testing and/or Bonding Required:**

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.
- ▶ Credential authorizing service in pupil personnel services or special education.

**Other Requirements:**

- ▶ Specialized knowledge of special education students.
- ▶ Specialized knowledge of Applied Behavior Analysis strategies and interventions.

**FLSA Status:** Exempt

July 2005

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.