Salary Grade 28

Summary Information:

Classification Title: Classroom Behavior Specialist Date Prepared: 07/2006

FLSA Status: Non Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activit	y Name	
750B	Instructional Support	Provides direct instructional support on student social skills.
751A	Instructional Delivery	Adapts instructional social skill programs to fit individual needs of students, i.e., use of an array of instructional social skill aids and equipment.
757	Student Progress Reporting	Participates in meetings and assists teachers in communicating student progress to parents, school and/or District staff.
754A	Managing Annual Reviews	Assists in monitoring compliance with Individual Education Plans (IEPs) and other student behavior management systems.
138A	Casework Services	Investigate student problems (including attendance) from home, school, or community and obtain assessments of student, family, developmental and social histories.
758	Physical Management/Safety	Maintain district approved verbal and physical management techniques (i.e. CPI and TACT.)
753B	Data Clerical Support	Provides direct assistance in collection and maintenance of behavioral data related to students and classroom performance.
755A	In-Service Training	Provides and participates in appropriate in-service training.
079A	Non instructional Program Evaluation	Evaluate the effectiveness of behavioral programs. Develop and implement changes as needed.
070A	Data Analysis and Reporting	Analyze and interpret data that are regularly available on student behavioral programs and performance.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
045	Report Preparation (Non-Board)	Prepare required reports. This does <u>not</u> include reports for the Board.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education: B.A. Degree or B.S. Degree; or

A.A. Degree with two years related experience; or

High School diploma or equivalent with four years related experience; and

Appropriate certification/license as required.

Supervisory Responsibility: Yes

Type of Supervision: Supervision is typically part-time with respect to instructing, assigning, and

checking the work of others. Most time is typically spent performing the same work as members of the group. There is little or no responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date: 08/09/2006

Skill Identification

Managerial/Supervisory Skills	Important	Not Important
	•	•
Developing Multi-year Strategic and/or Operational Plans		
Developing Annual Budgets		
Policy Development		
Controlling Expenses		
Coordinating Resources		
Decision making		
Delegation		
Individual/group leadership		
Interpersonal (working with groups)		
Knowledge of Business/organizational systems		
Negotiating and/or persuading others to take action		
Promoting safety		
Supervising, coaching and developing employees		

Office Skills	Important	Not Important
Checking grammar/punctuation		
• Filing		
Perceiving detail in checking information/forms		
Reading comprehension (high school level)		
Operating word processing software		
Operating a computer terminal for data entry		
Operating automated spreadsheet software		
Scheduling appointments and/or travel		
Taking and distributing messages		
Taking dictation and meeting minutes		
General mathematical - adding, subtracting, multiplying, etc.		

Professional and Technical Skills	Important	Not Important
Accounting/finance		
Advanced math - algebra, statistics, geometry		
Architecture		
Bookkeeping		
Computer operations		
Computer programming		
Contract interpretation		
Craft skills (electrical, etc.)		
Drawing-figures/drafting		
Engineering		
Graphic arts		
Landscaping		
Good Judgment		
Work standards		
Integrity		

Skill Identification (cont.)

		Not
Communication Skills	Important	Important
 Oral communicationexchanging or expressing ideas by means of the spoken word Presentationstransmitting information in a formal setting Foreign communicationusing a language other than English to communicate in writing or orally Written communicationpreparation of manuscripts, speeches, detailed plans, letters, policies, etc. Editing written documents for content Reading comprehension - understanding technical or scientific blueprints and charts Public speaking 		

		Not
Physical Demands	Important	Important
 Balancing - maintaining body equilibrium to prevent falling when walking, standing, or crouching Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder Climbing - ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms Color - Match or discriminate colors Fingering - picking, pinching, or other-wise working with the fingers primarily (rather than with the whole hand or arm as in handling) Feeling - perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of fingertips Handling - seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved) 		
Hearing - perceiving the nature of sounds by the ear or receiving detailed information through oral communication, or making fine distinctions in sound		
 Lifting - raising or lowering an object from one level to another (includes upward pulling) 		
Pulling - exerting force upon an object so that the object moves toward the force (includes jerking)		
• Pushing - exerting force upon an object so that the object moves from the force (including slapping, striking, kicking, and treadle actions)		
Reaching - extending the hands and arms in any direction		
 Seeing - obtaining impressions through the eyes of shape, size, distance, motion, color, or other characteristics of objects or people 		
Sitting – placing your body in a chair, bending at the waist, with your knees bent and back straight		