

Job Title: Behavior Specialist	Reports To: Special Needs Program Manager
Department: Special Needs	Status: Extended Year & Full Year/Full-Time/Exempt
Location: CO	Prepared Date: August 2024

### **Position Overview**

As an integral member of our team, your role as a Behavior Specialist is to lead, by example, guiding and empowering staff in reflective behavior support. You will play a pivotal role in creating and sustaining a culturally sensitive, inclusive, and developmentally appropriate learning environment for both children and co-workers. The position involves a mix of direct support for children, collaboration with staff and families, assessment and intervention planning, and professional development.

### **Essential Duties and Responsibilities** *may include but not limited to the following:*

- Provides hands-on support for children with behaviors that interfere with their ability to participate comfortably and appropriately in classroom routines and special events or pose a safety or health risk to themselves or others, as identified by the Special Needs Manager.
- Support teaching staff in the planning and implementation of The Pyramid Model Framework.
- Collaborate with staff facing challenges to ensure classroom-based practices are being implemented to fidelity.
- Promotes staff mental wellness by providing reflective supervision to staff.
- Play a key role in supporting site staff, children and families throughout the multi-level tiered system of support.
- Conduct individual observations of children referred for suspected behavior or Early Intervention concerns and lead the creation of Behavior Intervention Plans, when appropriate.
- Promotes children’s mental wellness by providing education on Early Intervention issues.
- Complete additional child assessment (DECA-clinical), communicate findings and help determine next steps, when appropriate.
- Generate and compile necessary documentation and reports, ensuring timely follow-up documentation when required.
- Provides direct referrals to outside community partners for children needing further evaluation for services.
- Collaborate with families, and the local agency responsible for implementing IDEA, to ensure appropriate steps are taken in a timely and appropriate manner.
- Utilizes information from IFSP, IEPs to support staff in providing any necessary modifications to the environment, varied formats for instruction, and individualized accommodations to ensure full participation of children with disabilities.
- Foster effective collaboration with agency staff to meet department and agency goals and expectations.
- Stay up to date with departmental processes, procedures, and forms, and actively assist the Special Needs Manager in addressing departmental needs.
- Attend CLASS trainings and maintain CLASS Observer and Trainer Certification to facilitate best practices in adult-child interactions based on the CLASS system.
- Assist with onboarding and professional development of staff within the area of Special Needs.

### **Supervisory Responsibilities**

No Supervisory Responsibilities

### **Required Education and Experience**

- Bachelor's degree in social work, psychology, education, child development, or closely related field, with course work in early childhood development required.
- A minimum of two years direct experience with children (age 0-5) experiencing mental health/behavioral difficulties.
- Knowledge of and experience with Head Start Performance Standards and State of Michigan Child Care Licensing Rules preferred.
- Must obtain and maintain CPR /First Aide within 90 days.
- Proficient skills in the use of Microsoft Office

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- **Communication Skills:** Excellent verbal and written communication for interacting with children, families, staff, and external partners.
- **Adaptability:** Flexibility to handle various situations and adjust strategies as needed.
- **Emotional Intelligence:** Empathy and interpersonal skills to support children and promote staff mental wellness.
- **Analytical Thinking:** Ability to analyze complex situations and develop appropriate interventions.
- **Cultural Competence:** Sensitivity to diverse backgrounds and needs of children and families.
- **Stress Management:** Ability to remain calm and effective in challenging situations

### **Physical Requirements (Subject to change)**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Ability to sit for prolonged periods of time while performing work duties.
- Physical ability to effectively and efficiently operate keyboard and other work related tools and equipment.
- Visual acuity to effectively read computer screen, reading material, and reports or documentation required per Head Start guidelines.
- Ability to sit, stand, bend, reach, pull twist and turn with sufficient manual dexterity to operate standard office machines, to file, retrieve supplies, perform light cleaning of classroom/office, etc.
- Ability to squat, crawl, kneel and bend in order to speak to children at the child's eye level, to play with the children and to pick up toys and equipment from the floor.
- Ability to raise arms above head and extend arms and legs beyond body.
- Ability to sit in 15 inch chairs.
- Ability to lift and carry twenty-five to thirty (25-30) pounds, if you are required to lift over this amount in a non-emergency situation, you are required to ask for assistance.
  - In some emergency situations you may be required to lift over thirty (30) pounds.

- Ability to hear and listen when a child or another individual is speaking to you both in a calm and excited environment.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

*NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned to meet the ongoing needs of the agency. Employees in this position must be able to perform the essential job functions of this position, with or without reasonable accommodation. If you require a reasonable accommodation to perform these job functions, you should provide written notice to the Benefit Specialist within 182 days of the date the need arises.*