



Job Description

Job Title: Behavior Specialist

Classification: Certified or Classified

Salary Schedule: XTE

Department: Special Education

Reports To: Director of Special Education

FLSA Status: Exempt

Date: March 2025

Approved by : Northwest Local School District Board of Education

Job Summary: The purpose of the Behavior Specialist is to effect positive behavioral change in students; providing supportive interventions to staff, families and/or students; and complying with Federal, State, county and District policies, regulations and/or procedures.

Job Qualifications:

1. Minimum of a bachelor's degree in education.
2. Ohio Intervention Specialist teaching license or BCBA preferred.
3. Must possess strong organizational, problem solving, and computer application skills. Must be able to function calmly and effectively under high stress conditions.
4. Experience in working with mild to moderate students with emotional disturbance, or significant crisis resolution experience with students from challenging circumstances.

Essential Duties:

1. Acts as liaison with community partners for the purpose of supporting individual student goals.
2. Assists in developing interventions, functional behavioral assessments and behavior plans for the purpose of providing a safe and effective educational environment for students with challenging behaviors.



3. Assists in developing procedures and training materials for district staff involved with students with challenging behaviors for the purpose of enhancing programs for students and ensuring that program operations are in compliance with established guidelines.
4. Conducts workshops, training, in-service presentations, etc. in classroom management techniques and other topics for the purpose of developing skills and establishing effective relationships with students that have emotional or behavioral challenges.
5. Participates in a variety of meetings, workshops and committees for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.
6. Participates in the District Multi-tiered Systems of Support/Response to Intervention and Discipline teams.

Other Duties and Responsibilities

1. **Problem Solving** - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
2. **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
3. **Oral and written communication** - Communicates clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
4. **Teamwork** - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.
5. **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
6. **Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
7. **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
8. **Judgement** - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.
9. **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
10. **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status



or position; Accepts responsibility for own actions; Follows through on commitments.

11. **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
12. **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Physical Requirements:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, highly intensive work environment. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Terms of Employment: 185 day contract



NORTHWEST LOCAL SCHOOL DISTRICT

Title: Behavior Specialist

Employee: _____
(print name)

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee of this job. The employee will be required to follow the instructions and perform the duties required by the positions supervisor, appointing authority, or designee.

(Superintendent or designee)

(Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I am able to perform the key functions of the position.

(Signature)

(Date)