

GORHAM SCHOOL DEPARTMENT

TITLE: Behavior Consultant/Attendance Coordinator

QUALIFICATIONS:

1. Valid Maine Department of Education Certification as a Special Education Consultant (#079) or School Psychological Service Provider (#093).
2. Training and experience in behavioral intervention techniques, functional behavior assessments and behavior support plans.
3. Knowledge of current Maine truancy laws, policies and procedures.

REPORTS TO: Director/Assistant Director of Instructional Support Services

JOB GOAL: To assist the Director of Instructional Support Services in the provision of appropriate educational programming and services for students.

RESPONSIBILITIES:

1. Assists in identifying strategies and developing and implementing positive behavior intervention plans utilizing current accepted best practices for students with behavioral challenges in the full continuum of placement options.
2. Applies data analysis and assessment procedures, including functional behavioral analysis, ecological analysis of settings, and systematic observation.
3. Manages data collection, assessment and reporting methods.
4. Adheres to the processes involved with Individualized Education Program (IEP) for special education students.
5. Provides assistance and guidance to school administrators, teachers and instructional strategies in behavioral intervention procedures.
6. Responds to all requests from internal and external sources for the purpose of investigating and assisting in resolving student attendance problems.
7. Maintains documentation of Positive Support Plans, behavior contracts, interventions and outcomes regarding individual student attendance issues.

WORK YEAR: Ten-month year. Salary and benefits to be established by the School Committee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

January 2012