

**Montclair Public Schools  
Personnel Department**

**JOB DESCRIPTION**

**Title: Behavior Specialist**

**Qualifications:** 1/ Bachelor's degree, 2/ BA/MA degree in a related field such as Behavior Analysis, Clinical Psychology, Experimental/Behavioral Psychology, etc., or Certification as an Associate Behavior Analyst or Behavior Analyst, or actively working towards such. 3/ Possess the ability to work with children that have serious unmanageable behaviors, 4/ Ability to work on site during times schools are in session in a pre-determined schedule and to supervise home based program, 5/ Demonstrated ability to successfully work within a team of people 6/ Excellent written and verbal communication skills, 7/ Demonstrated aptitude or competence for assigned responsibilities, 8/ Required criminal background check & proof of U.S. citizenship, legal alien status, or right to work within the US; 9/ Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**Responsible to:** Director of Pupil Services, Building Principals.

**Job Goal:** Provide school-level positive intervention to Exceptional Students, their parents and school staff. Function as a consultant to regular and Special education staff to increase inclusion within the mainstream and decrease challenging student behavior.

**Performance Responsibilities:** 1/ Assist teachers and students in maintaining a learning environment that is safe, respectful and effective for students to learn and progress, meet students learning and behavioral needs, and prepare students to remain in/re-enter the regular education environment, 2. Design and implement a behavior plan for each student referred that is effective in behavior management and behavior change, 3/ Work collaboratively with other faculty and administrators, Department Heads, Administrative Committees and School Improvement Teams to ensure a collaborative approach that promotes student success, 4/ Monitor student's progress while in the regular education environment--consult with teachers and other support staff on an as-needed basis, 5/ Act as a resource to other faculty, staff and administrators with respect to students enrolled in/returning to/entering school programs, 6/ In concert with the School Psychologist and/or CSTs, develop, plan and deliver a series of counseling sessions focused on

- making good choices,
- understanding one's self and others,
- accepting challenges--meeting challenges,
- social problem solving,
- learning effective communication--self-advocating, and
- dealing with stress and frustration.

7/ Work collaboratively and supportively with parents, 8/ Develop liaisons and collaborative relationships with outside agencies and service providers, 9/ Serve on regional and state boards addressing the needs of and services to families and/or students with special needs, 10/ Conduct functional analyses on identified students who are exhibiting extreme behaviors, 11/ Provide in-service and assistance to teachers in the development of behavioral plans for students exhibiting extreme behaviors, 12/ Assist in the development of alternative interventions for students involved in offenses resulting in multiple suspensions, 13/ Plan and confer with the classroom teacher of students as requested concerning any behavioral, social, or personal problems affecting the students, 14/ Developing and conducting in-service activities regarding techniques for remediating behavioral, social or personal problems of students, 15/ train staff/parents in ABA including Discrete trial intervention and provide on-going staff development in these areas, 16/ Other duties as assigned.

**Terms:** Salary and Term as determined by the board. Benefits as provided employees under the MEA contract.

**Evaluation:** Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of staff.

Established: 2003, 2011