



**Job Title:** Behavior Support Specialist

**Department:** Exceptional Student Support Services

**Reports To:** Directors of Elementary and Secondary Exceptional Student Services

**Grade:** IS-12

**Number of Days:** 172

**Overtime Status:** Exempt

**Last Revised Date:** April 19, 2019

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

**Position Summary:** Under the direct supervision of the special education teacher/principal, or assigned teacher, works with the assigned students in specialized programs and assists them in accessing all aspects of the instruction in the educational environment of the school.

**Minimum Qualifications:**

- High school diploma or equivalent
- Associate Degree preferred
- Successful Completion of Mandt, CPR/First Aid and ABA and Physical Screening

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Maintain a positive working relationship with every stakeholder
- Attendance, dependability, and punctuality
- Ability to collaborate and receive feedback, mentoring and direction from peers and supervisors
- Ability to maintain confidentiality in all aspects of the job
- Maintain a professional and clinical perspective at all times
- Effectively collaborate and communicate with teachers, parents, and other staff at the building level
- Assist with toileting and feeding needs, if necessary
- Perform duties as determined by the team which can include daily living skills, behavioral intervention, and maintaining student daily schedules
- Ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

*Behavior Management:*

- Assist the teacher in observing, recording and charting student behavior, interpreting students' non-verbal cues as necessary
- Implement behavioral management strategies – using the same emphasis and techniques per direction provided by the teacher
- Assist the teacher with behavior plans, crisis problems and discipline
- Implement the philosophy, correct techniques, and guidelines as taught by The Mandt System at all times
- Intervene physically with students consistent with the philosophy, correct techniques and guidelines of The Mandt System when necessary for the safety of students or other individuals

*Mobility/Escorting Students from Place-to-Place:*

- Assists the students to whom assigned in moving from room to room/transitioning when necessary, such as going to lunch, recess, art, bathroom, nurse's office, etc., in groups or 1:1 as necessary in all educational environments
- Assist students in using wheelchair, lifts and other devices used to transport students from one activity to another

*Physical Care Tasks:*

- Reinforce instruction and provide assistance with self-help skills (e.g., feeding, toilet training, diapering, personal hygiene needs/matters, dressing, personal care).
- Change diapers, sanitary napkins, and clothing
- Provide catheterization and colostomy assistance when required
- Monitor students using life support equipment
- Position and aid students to move from wheelchair, desk, walker, etc. and assist with lifting, positioning, and handling adaptive equipment as needed

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties

- Protect and promote student’s rights to dignity, privacy and respect
- Demonstrate honesty, loyalty, dependability, responsibility and accountability for own actions, cooperation and willingness to learn new things
- Enforces school board policies and regulations
- Assists in any tasks as requested by teacher or principal
- Computer literacy
- Organized and precise
- Detail oriented and focused on positive supports for students
- Ability to adhere to a consistent schedule
- Ability to work collaboratively with school team to create behavior interventions for high risk students
- Ability to communicate effectively to provide team input for student success
- Ability support a team in providing appropriate supports for student success
- Ability to pass a fitness screening described in “Working Conditions”
- Ability to keep confidentiality
- Performs other duties as assigned

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Ability to lift up to 50 pounds
- Walking, sitting, and standing as required to perform responsibilities to care for and monitor students
- Bending and stooping, crouching, kneeling, crawling necessary to provide care and instructional support for students
- Ability to react quickly with no advance warning to secure student safely and assist in controlling student behavior

*Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.*

*Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.*