



Little Rock School District

JOB DESCRIPTION

Position Title: Behavior Support ISS/Specialist

Prepared Date: 02/28/2022

JOB GOAL:

The job of the Behavior Support In-School Suspension (ISS) Specialist is to assist with the instruction of individual and small groups of students in grades 6th-8th that have been assigned to ISS. This individual will assist with the implementation of behavioral and instructional support plans; monitoring and reporting student behavior and performance; providing technical support to staff, conducting restorative practice circles with students, conducting conflict resolution sessions and performing a variety of clerical duties as assigned.

TERMS OF EMPLOYMENT:

9.25 month (190 day) contract, Pay 802 Grade 08, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. Two years of college or another qualifying program for Registered Behavior Technicians preferred
2. Minimum two years of experience working with school-age students with behavior difficulties preferred.
3. Flexibility is required to work with others in a variety of circumstances;
4. Knowledge of Applied Behavior Analysis and Positive Behavior Intervention Strategies preferred
5. Demonstrates knowledge and skills in standard office administrations programs
6. Evidence of strong oral/written communication and interpersonal skills.
7. Evidence of knowledge of Educational Disabilities under IDEA.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Assists instructional staff in the preparation and adaptation of instructional materials for the purpose of providing activities and materials that facilitate student learning and performance.
2. Assists staff in developing and using behavioral strategies, positive reinforcements, social stories, peer facilitation, and peer training for the purpose of teaching appropriate social behaviors in accordance with students' social and behavioral learning goals.
3. Assists teachers with students in a group, or on an individual basis, with specific instructional tasks and/or specific student goals for the purpose of accommodating their development and growth.



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4. Communicates with teachers and other members of the instructional team regarding assigned students' daily progress for the purpose of assessing students' progress.
5. Assists with or gathers compile, and prepares data of observations of student performance in academic and school activities for the purpose of monitoring and reporting progress with identified goals.
6. Assists with or Implements and models positive behavioral strategies with students (e.g., uses of research-based strategies) for the purpose of teaching students to positive outcomes.
7. Participates in training for the purpose of learning new skills relevant to working with students with disabilities and/or peers.
8. Performs a variety of clerical duties (e.g., copying, filing, scheduling, transfer of data, materials preparation) for the purpose of supporting the educational program and specific classroom requirements.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.