

**Student Behavior Support position at Muddy Creek Charter School
for the 2020-21 school year - Job Description**

PURPOSE:

To assist in and improve the development, coordination, performance and tracking of student behavior management and provide instructional services to students. Involves complex and extensive knowledge of behavior management problems and solutions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supports Muddy Creek's behavior management program and related school policies/procedures by working with other staff members, students, parents, and outside agencies in a manner consistent with administrative direction.
- Provides consultation and/or technical assistance to staff regarding behavior intervention strategies.
- Responds to calls for assistance when behavior problems develop and works with students to promote positive behavior.
- Instructs students in small groups and one-on-one settings, teaching behavioral strategy during instructional activity as necessary to achieve goals and objectives.
- Develops and tracks the use of behavior support materials for students.
- Helps students develop positive interpersonal relationships with peers and adults; promoting safety of the students by helping them develop self-confidence.
- Provides education regarding appropriate interpersonal actions such as responding to discipline problems or acting as a role model.
- Responds to the community, developing contacts and resources available to staff, students and families.
- Attends in-service and workshop training related to area of assignment; applying training to job duties.
- Uses independent judgment in response to incidents involving, violation of school rules, conflict among students or in relation to the school's behavior program between students and staff in a way that all parties will feel respected, heard, and able to work together for resolution.
- Under the direction of an administrator, imposes student discipline following the guidelines of the Muddy Creek's behavior management plan and attendance policy.
- Under the direction of an administrator, communicates with staff, students, and parents about student behavior and attendance issues in a manner consistent with school policies and procedures.
- Arranges and facilitates meetings among parents, staff, and students, when appropriate, to clarify behavior expectations, as well as identify and resolve issues.
- In collaboration with a school team develops individual behavior/attendance plans to encourage students to handle conflicts by teaching alternative resolution methods.
- Serves as lead worker to other classified staff, as assigned, in a manner that promotes team development and effective work.
- Works collaboratively with administrators and all staff members to enforce positive behavior among students.
- Observes, interprets and records data involving behavior data and interprets data for behavior team meetings.
- Member of the school CARE team.

- Maintains, stores, and retrieves information in a timely, accurate, and efficient manner using standard office systems, equipment and software.
- Supervises students outside the classroom, as assigned, to support the MCCS's discipline and instructional program.
- Provides other related services as assigned.

GENERAL PERFORMANCE REQUIREMENTS:

- Perform duties in a courteous and efficient manner that builds the confidence of staff, students, and the public in Muddy Creek Charter School, and enhances learning.
- Observe laws, policies and procedures, and professional standards for the position.
- Establish and maintain effective working relationships with school personnel, parents, students and the public; work collaboratively as a team member.
- Maintain regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, and following schedule.
- Carry out work responsibilities with strong organizational skills effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Respect confidential information and the privacy of students, staff, and parents.
- Develop job skills necessary to meet changes in the position.
- Maintain personal appearance and hygiene appropriate to the position.
- Meet applicable school physical ability/health and safety guidelines for the position.

QUALIFICATIONS:

- An associate's (or higher) degree, two years post secondary study, or meets the standards set by the school's administration.
- Ability to understand and implement the school's student discipline/attendance policies and manage student behavior effectively.
- Ability to interact effectively and collaboratively with individuals and groups of all ages using conflict resolution skills in response to crisis situations.
- Ability to communicate with credibility and confidence, both orally and in writing, consistent with the level of responsibility for this position.
- Ability to formulate and implement ideas for development of individual behavior management and attendance plans.
- Working knowledge of instructional and behavioral management and modification theory and techniques for students.
- Ability to collect, record, store, retrieve, assimilate, organize, and utilize information and records efficiently in support of school behavior management and attendance programs.
- Ability to independently plan, organize, and carry out work assignments, and to plan and direct the work of assigned staff or students.
- Ability to obtain specialized training and/or certification as required.
- Standard First Aid certification, or the ability to obtain certification within two months of hire, may be required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and listen. The employee is regularly required to stand and use hands or fingers to handle, or feel objects, tools, or controls. The employee is required to regularly walk (occasionally on an uneven surface), occasionally sit and reach with hands and arms (frequently reaching above the shoulder), stoop, kneel, or crouch. With school approved training the employee may be required to restrain a student and/or provide physical assistance for extended periods of time. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, depth perception and the ability to adjust focus.

Must possess sufficient strength, stamina, and dexterity to lift or position students. The employee may be exposed to bloodborne pathogens. Supervision responsibilities require the employee to be able to stand up to 30 consecutive minutes and move rapidly to intervene in situations where a student's safety is being jeopardized.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment may be moderate to occasionally high.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (or the position itself) at any time as it deems advisable.

Contract Length: 175 days

Hours: 7 hours per day

Compensation: begins at \$15 an hour. May be increased depending upon training and experience.

Paid sick leave available

Work Schedule: Monday - Friday when school is in session.

Application Deadline: June 1, 2020

How to Apply: Please send a cover letter, resume, and three letters of reference.

References will be requested after initial interview.

For Veterans preference, please submit form DD-214 or DD-215.

Submit resume and references by email to: office@muddycreekcharterschool.org