

DIOCESE OF ALLENTOWN

St. Joseph Center for Special Learning, Schuylkill Haven

### **Position Description**

**Job Title:** Behavior Support Specialist

**Job Status:** Part-time (specific days/hours to be determined)

**Reporting Functions:** Reports to Principal, Bob Giba

### **Job Function:**

The Behavior Support Specialist provides support and consultation to students, teachers, aides, parents, and administrators regarding the implementation of positive behavioral interventions for students with intellectual and developmental disabilities. This position assists in developing strategies that promote positive behavior and support a safe and effective learning environment.

### **Duties and Responsibilities:**

- Assist in developing, implementing, and monitoring individual behavior management plans for students with behavioral and/or mental health needs.
- Provide assistance and support to staff in maintaining effective management of student behavior.
- Provide crisis management support as needed.
- Conduct student observations and complete behavior reports.
- Conduct Functional Analysis Assessments (FAA) and collect behavioral data as part of a multidisciplinary team.
- Participate in IEP meetings and collaborate with teachers, therapists, and other staff.
- Provide staff training and professional development related to behavior support and evidence-based practices.
- Maintain knowledge of current laws and regulations pertaining to individuals with exceptional needs.
- Communicate with parents and collaborate with community partner agencies as appropriate.
- Uphold the mission and values of St. Joseph Center for Special Learning.

### **Additional Conditions of Employment:**

- Maintain confidentiality and uphold professional standards in accordance with school policies.
- Attend required staff training sessions and meetings as needed.

### **Educational Qualifications:**

- Bachelor's Degree required.

- Degree in psychology, social work, child development, or a related field preferred.
- Experience working in special education or with individuals with intellectual and developmental disabilities preferred.

**Other Qualifications:**

- Knowledge of behavioral intervention strategies and special education practices.
- Strong communication, collaboration, and crisis management skills.
- Ability to maintain accurate records and complete required reports.
- Ability to maintain professionalism when addressing challenging situations.
- Valid Pennsylvania Driver's License required.
- Must pass all required background checks and training requirements before employment.

**Physical Demands:**

- Frequent standing, walking, and movement throughout the school environment.
- Ability to respond to behavioral situations and provide appropriate support when necessary.
- Must possess the physical and emotional stamina required to work in potentially stressful situations.

**Supervisor:** Bob Giba

**Email:** rgiba@stjosephctr.com