

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Position Title: Extended Behavior Services Coordinator

Department: Instruction

Date Reviewed: June 2022

Reports to: Special Populations
Director/Building Principal

Grade: 503

Days Per Year: 260

Purpose of Position:

The purpose of this position is to perform administrative duties within the Extended Behavior Services Program.

Essential Duties & Responsibilities:

These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Cooperates in the conducting of safety inspections and safety drill practice activities.
- Reviews all Individualized Education Plans (IEPs) and Behavior Intervention Plans (BIPs).
- Attends all IEP meetings and Behavior Plan reviews.
- Serves as the Local Education Agency representative.
- Ensures data collection and progress is completed by the appropriate personnel in a timely manner.
- Monitors the implementation and compliance of Extended Behavior Services (EBS) Program guidelines, district policies and all applicable state and federal regulations, statutes, and laws.
- Consults with the Transportation Director and Director of Special Populations on issues involving special education transportation for students in the EBS Program.
- Schedule and/or facilitates trainings and meetings for team members.
- Communicates progress to all appropriate personnel (i.e. **current school team**, home school team, special population's leadership).
- Completes walk-throughs in all EBS settings.
- Communicates students progress and needs with parents of students in EBS.
- Counsels with students, parents and staff as necessary.
- Performs such record-keeping functions as the principal or special populations coordinator may direct as appropriate to a district-wide program.
- Works with the team to create an environment where students have additional behavior and academic support while spending as much time as possible with their grade level peers in the least restrictive environment.
- Works with leadership for continued EBS planning and improvement.
- Serves as liaison between the EBS team members and school/district administration as appropriate.

EBS Coordinator

- Compiles all data for programming purposes (i.e. behavior intervention plan progress; academic progress; IEP goal progress; restraint & isolation monthly for special population's leadership in relation to TDOE reviews; etc.)
- Finalization of Isolation and Restraint Documentation in EdPlan for the EBS Program.
- Conducts TEAM evaluations for those certified individuals assigned under the supervision of the EBS Coordinator.
- Completes classified and other non-TEAM evaluations for individuals assigned under the supervision of the EBS Coordinator.
- Collaborates with the level and/or special population director on teacher performance and as appropriate, assists with development of Developmental Plans.
- At the request of the Director of Special Populations, assists with legal proceedings related to mediations/due process hearings with regards to specific students.
- Assists with recruiting, interviewing, and recommending classified and certified staff for hire, within the EBS program.
- Performs other duties as required.

Minimum Education and Experience Required to Perform Essential Position Functions: Master's degree with valid Tennessee teaching certification with SPED endorsement.

Minimum three years successful classroom teaching experience.

Knowledge of Job:

Ability to communicate both orally and in written form to communities, supervisors and employees. Ability to use high-level interpersonal skills in order to maintain effective relationships. Possess skills related to problem-solving, planning, supervising, organizing and scheduling. Ability to handle highly sensitive personnel matters in a timely and professional manner. Ability to assume administrative responsibility, plan, assign and supervise and review work of employees.

(ADA)MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds. Must be able to assist other EBS team members with a student who requires isolation/restraint according to his/her Individualized Education Plan (IEP).

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines, and objectives.

NUMERICAL APTITUDE: Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORMS/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape visually.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under stress.

PHYSICAL COMMUNICATION: Requires the ability to talk and/ or hear: (talking- expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date