

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: PreK Behavior Interventionist
Grant Funded

Department: Instruction/Special Populations

Calendar: 10 month/200 days

Grade: Teacher Salary Schedule

Date Reviewed: October 2021

Reports To: Building Principal and/or Program
Specific Supervisor

Purpose of Job

To provide support to Pre-K students in specialized programming, regarding their social, emotional, and behavioral development.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Works cooperatively with members of the IEP team in assessing and evaluating each student in order to provide services in the least restrictive environment.
- Evaluates/re-evaluates each child for particular strengths and weaknesses utilizing appropriate assessments in order to monitor progress and make required changes.
- Assists in writing goals for students, specifying weaknesses, techniques, and remediation, required materials and resources, and estimated time for achievement that may be added to their IEPs.
- Acts as lead in writing Functional Behavior Assessments and Behavior Plans for Pre-K students.
- Works cooperatively with classroom teachers to communicate the abilities and deficits of the students to the necessary staff.
- Conferences with parents regarding the social and behavioral needs of students.
- Continues professional learning in the area of behavior to improve strategy implementation.
- Keeps accurate, up-to-date records pertinent to the services.
- Assists in creating a classroom environment that is conducive to learning and incites student interest.
- Serves as a model for the district's mission, vision and goals.
- Ensures that all necessary and reasonable precautions are taken to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation, to include confidentiality of all student information.
- Attends and participates in staff meetings. Serves on staff committees and conducts professional learning sessions pertaining to behavioral needs.

- Maintains a standard of performance and conduct as required by state, law, local Board of
- Education, and community expectations.
- Supervises pupils at school related functions to include on and off campus activities.
- Certified to restrain based on the district's chosen restraint program.
- Instructs necessary personnel utilizing the district's chosen restraint program.

Additional Job Functions

Performs other duties as required.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Minimum Training and Experience Required to Perform Essential Job Functions:

- A Bachelor's degree from an accredited college or university.
- A valid Tennessee Teacher's Certificate with the appropriate endorsement and/or
- Specialized training in and demonstrated knowledge of a wide range of behavior management skills utilized in classrooms with students with disabilities.

KNOWLEDGE OF JOB

Considerable knowledge of the policies, procedures, and activities of the school system, and supervisory practices as they pertain to the performance of duties relating to the position. Capability to develop and implement long-term goals. Knows how to keep abreast of any changes in statutes, policy, procedures and methods as they pertain to public education. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public, and other groups involved in the operation of the school system. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;

- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

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

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

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

Employee's Munis Number

Date