

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Behavior Data Specialist

Department: Instruction

Calendar: 10 month/200 days

Grade: Teacher Salary Schedule

Date Reviewed: June 2025

Reports To: Coordinators/Director of Special Populations

Purpose of Job

The purpose of the Behavior Data Specialist position is to support all aspects of district-level behavior data collection, analysis, and application to improve behavioral practices and outcomes. The specialist applies knowledge of positive behavior supports to help address student behavior concerns and promote greater social and academic success."

Essential Duties and Responsibilities

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

- Is the primary organizer and planner for the district's Behavior Float team and conducts operational oversight, provides input regarding servicing issues and/or enhancements, as well as troubleshoots processes.
- Communicates with the Behavior Coordinator on matters such as student and district data, regular functionality of the Behavior Float team and systematic problems or issues.
- Communicates regularly with the CMCSS Behavior Float team to provide support and assistance with quality and fidelity of support provided by the team.
- Provides specialized training for the Behavior Float team on the use of research-based behavior strategies as needed including the development and deployment of video tutorials for district behavior processes.
- Inputs course and class offerings provided by the Behavior Consultant team to the professional learning management system.
- Assists the Special Population Behavior Coordinator with operations and activities of the Behavior Float team.
- Assists in developing and implementing the Safe Crisis Management Program training schedule for required trainers and trainees in the district.
- Coordinates with admin, school teams, and Special Populations Coordinators to ensure timely and accurate support to school teams.
- Provide support, monitoring, and feedback on the fidelity and success of the Behavior Float team.
- Participate in ongoing meetings with Behavior Float team members to review progress monitoring data to identify further supports.
- Assemble materials, compose, and type routine correspondence, reports, and other materials.

- Prepares and maintains various manual and electronic files and/or records to demonstrate program benefits, provide up-to-date references, and comply with regulatory requirements and established guidelines.
- Collaboratively plans, models, and pairs with Behavior Float team members to demonstrate best practices and behavior support.
- Facilitates late-hire district orientation for new Behavior Consultants, Behavior Float team members, and behavior educational assistants as needed.
- Serves as a model for the district's mission, vision and goals.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, facilities, and confidentiality of records.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Makes provision for being available to students and parents for education-related purposes outside of the instructional day when required or requested to do so.
- Maintains a standard of performance and conduct as required by state, law, local board of education and community expectations.
- Maintains professional competence through in-service education activities.
- Analyze disproportionality data to identify trends and inform practices that promote equitable behavioral supports across the district
- Lead the coordination and submission of high-cost reimbursement tasks and related documentation

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions:

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

KNOWLEDGE OF JOB

- Displays considerable knowledge of the policies, procedures, and activities of the school system, as well as state and federal requirements pertaining to the performance of duties.
- Develops and implements long-term goals.
- Stays current on any changes in statutes, policies, procedures, and methods as they pertain to public education.
- Effectively communicates and interacts with supervisors, members of the general public, and other stakeholders involved in the operation of the school system.
- Collects and disseminates information in a concise, clear, and effective manner.
- Exhibits strong organizational, management, interpersonal, and technical skills.
- Uses sound independent judgment and discretion in daily activities.

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