

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

**Job Title: School Wide Positive Behavior
Support Assistant (SWPBS)**

Department: School Office

**Grade G
H.P.D. 7.5
D.P.Y. 196**

Job Description

Date Reviewed: June 2016

Reports To: The Principal

Purpose of Job

The purpose of this job is to oversee School Wide Positive Behavior Support (SWPBS) implementation with all CMCSS Alternative School. The assistant will work with data, student interventions, student rewards, and reports and focus on all the components of the SWPBS program with fidelity.

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.

Provide training and support to staff on positive behavior support and ratings system.

Intake/review student handbook and alternative school expectations with all incoming students.

Work with students on a daily basis to maintain positive learning environment.

Work directly with administrator to provide positive discipline support to teachers to decrease student discipline.

Stock and run the school store and the reward items in classrooms for students.

Serve as check-in/check-out liaison for students.

Plan/lead student assemblies daily.

Enter and report on Check-In, Check-Out students and their data weekly.

Monitor hallways/classrooms continuously to decrease student incidents.

Track student (SWIS) data, report trend analysis, and make recommendations to administration for continuous improvement.

Prepare reports for faculty meetings.

Monitor/support students with FBA's to ensure accommodations are implemented with fidelity.

Maintain student rating system/rating board and report weekly ratings during student assemblies.

Utilizes Microsoft Word, Excel, Power Point, MUNIS, Web Browsers, and e-mail to support instruction, assessment, and SWPBS programs' needs.

Works with individual students and groups of students in remediation.

Assist social worker with student transitions to homeschool.

Duties require the acquiring, organizing, analyzing, and sharing of school data for decision-making.

Maintains accurate student information for SWPBS programs as required.

Sets up and types from copy or rough draft letters, memoranda, or other materials. Assembles materials, composes, and types routine correspondences, reports, and other materials.

Operates several types of standard office equipment. Works with and familiar with both the PC and MAC operating systems.

Establishes and maintains a filing system for various types of records, forms, correspondence and materials.

Assists staff as required in making arrangements for meetings, scheduling appointments, etc. Answers telephone and provide information or direct calls/messages to appropriate.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Must meet the highly qualified standards for Paraprofessionals. High School Diploma (or GED) required, completion of two years of study (48 semester hours) at an institution of higher education; or obtained an associate's or higher degree; or passing score of 456 on the ParaPro Assessment. It is preferred for candidate to have CPI training and/or Handle with Care. Candidates should have a minimum of 5 years working with at-risk youth in a similar setting.

KNOWLEDGE OF JOB

Has comprehensive knowledge of the policies, procedures, and activities of the School System, attendance and student practices as they pertain to the performance of duties relating to the job of SWPBS Assistant. Has general knowledge of attendance, enrollment, assessment, descriptive and inferential statistics and student practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has proficient organizational and human relations skill. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

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

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines and equipment which includes a computer, printer, copy machine, calculator, telephone, etc. 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.

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

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. This includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation,

directions, instructions, and methods and procedures related to the job of SWPBS Assistant. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. 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 complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of SWPBS Assistant.

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 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.

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

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.

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

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency

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