Position: Behavior Coordinator/Specialist of Special Education

Supervisor: Director of Special Education

General Job Description: The Behavior Coordinator/Specialist will assist the Director of Special Education in design, coordination, and implementation of programs to support student learning and growth; and support students, staff and administration in area of positive behavior management, behavioral supports and behavior interventions.

Qualifications:
1. Bachelor’s degree is required preferably in special education
2. A master’s degree is preferred
3. A valid New Mexico PED license as required by the State of New Mexico.
4. A minimum of five years public school experience in at least one area of special education.

Essential Duties and Responsibilities:

1. Demonstrate foresight, examines issues and takes initiatives to improve the quality of education in the community.
2. Embrace and encourage the acceptance of diversity.
3. Use effective people skills to communicate.
4. Provide and maintain an environment where optimal student growth can take place.
5. Demonstrate instructional leadership.
6. Demonstrate an understanding of the dynamics of educations organization.
7. Demonstrate an understanding of the IEP writing and implementation process.
8. Use supervision, staff development and performance evaluation to improve the educational program.
9. Maintain a familiarity with current educational issues through a process of ongoing personal development.
10. Work cooperatively with building administration and staff in planning, implementing and managing programs and services for students with disabilities.
11. Ensure that all students with disabilities in the Hobbs Municipal Schools are provided a free and appropriate public education through the provision of instructional programs, and related services.
12. Assist the Direct of Special Education in the development of local policies and procedures to ensure compliance with state and federal regulations.
13. Assist the Direct of Special Education in the development of policies and procedures to govern the delivery of special education and related services, including staff assignments.
14. Assist the Direct of Special Education in the development of policies and procedures to govern the evaluation of students referred for special education services, including staffing patterns and organizational structure.
15. Assist in the coordination of staff development opportunities to enable staff to better serve the needs of special education students.
16. Assist in coordinating the delivery of homebound services when recommended through the IEP process.
17. Assist in conducting, in cooperation with building administrators, staff, parents, and community, on-going evaluation of programs, services, and coordinate the long range planning process to meet the needs of students.
18. Work cooperatively with the transportation department in planning and delivery of services to students whose IEP’s require.
19. Establish and maintain on-going communication with the administration and regular/special education staff.
20. Other tasks as may be deemed appropriate and necessary by the Director of Special Education.

Additional Duties and Responsibilities:

1. Observe, train, consult with, and assist teaching staff and specialists in the development and implementation of individualized education programs (IEPs) for students with exceptional needs.
2. Work collaboratively with all site principals to support staff.
3. Support Director of Special Education in management of services for students in behavior/ alternate placements
4. Plan, organize and implement professional development for certificated and classified special education and general education staff including: environmental interventions, curriculum modifications, behavioral interventions, data collection, TEACCH, or other staff development workshops as assigned.
5. Assist Director of Special Education in the design and coordination of monthly special education staff meetings.
6. Serve as the administrative designee for IEPs as assigned.
7. Provide administrative support to principals, assistant principals and counselors in the area of student discipline of special education students.
**Work Environment:**
Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions. Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

**Physical Requirements:**
Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required

**Safety and Health Requirements:**
Bloodborne Pathogens Standard Training

**Equipment/Material handled:**
Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Terms of Employment:**
Salary and work year to be established by the Board.