**JOB DESCRIPTION Early Intervention Behavior Specialist**

**SUPERVISED BY:** Executive Director and EI Director

**QUALIFICATIONS:**

1. A commitment to working with young people with developmental disabilities.

2. BCABA

4. Minimum age of 21.

5. Maturity and reliability.

6. Good driving record and valid Colorado Driver’s License.

**RESPONSIBILITIES:**

1. To supervise students and care for their physical, emotional health and

safety, recognizing their worth, affirming their abilities, and striving to

promote dignity in all relationships.

1. To promote academic growth through the use of evidence-based interventions that is tailored to the needs of each individual student.
2. To attend all staff meetings and professional development meetings.
3. To attend in a timely manner and participate in all weekly clinical meetings.

1. Research and share new resources with fellow staff members.
2. Actively participate in any treatment plan meetings for

each student that is assigned.

1. To design and follow the behavior intervention procedures and BIP’s for each student on caseload.
2. To review all BIP’s written by other staff prior to the Early Intervention Director reviewing them, and oversee their implementation.
3. To design, record and maintain necessary information, behavioral

observation, required documentation and data collection.

1. To transport and/or accompany students into the community for training in independent living skills, community skills, social skills and life skills.
2. To be a positive role model for students and co-workers.
3. Follow and respect all decisions made by the Lead Teacher.
4. Oversee all graphing in classroom including putting new graphs in data books before old graphs are full, reviewing all graphs in data books, providing staff with feedback regarding graphing, and graphing behavioral excesses every 2 weeks in Excel.
5. To perform housekeeping duties to keep the school clean and safe, including upkeep and maintenance of all school supplies.
6. Complete and updated personnel file.
7. Follow dress code appropriately.
8. To perform other duties assigned by the Directors.
9. Coordinate and maintain daily schedule and routines that ensure all

developmental areas are addressed each day.

1. Plan and attend parent teacher conferences.
2. Provide parent training for parents delegated by Early Intervention Director.
3. Provide team member with respectful and factual feedback regarding behavior intervention procedures and implementation.

**EVALUATION:** The Early Intervention Director of The Joshua School will conduct performance reviews.

**SCHEDULE:** Behavior Specialists will work an eight (8) hour day, arriving between 8:00 and 8:30 am, Monday through Friday. The day includes a 30 minute lunch. This is a salaried position, therefore all school breaks and holidays will be paid time off.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name (Print)