



## INTERNATIONAL LEADERSHIP OF TEXAS

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

**Job Title:** Behavior Director **Exemption Status/Test:** Exempt  
**Reports to:** Ex. Director of Special Education **Date Revised:** 05/2020  
**Dept./School:** Assigned Area/Campus

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### Primary Purpose:

The Behavior Director will assist the Ex. 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:

#### Education/Certification:

Bachelor's degree  
Master's degree preferred  
BCBA Certification preferred  
Valid Texas teaching certificate with required special education endorsements for assignments

#### Special Knowledge/Skills:

Knowledge of special needs of students in assigned area  
Knowledge of Admission, Review, and Dismissal (ARD) Committee process and Individual Education Plan (IEP) goal setting and implementation  
Knowledge of behavior and social skill intervention techniques and methodology  
Ability to work with students with pervasive developmental disabilities  
Ability to develop and deliver training to adult learners  
Strong organizational, communication, and interpersonal skills

#### Experience:

Five years of experience as a special education teacher

### Major Responsibilities and Duties:

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 educational 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 Director of Special Education in the development of local policies and procedures to ensure compliance with state and federal regulations.
13. Assist the Director 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 Director 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.

### **Training and Staff Development**

20. 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.
21. Work collaboratively with all site principals to support staff
22. Support Director of Special Education in management of services for students in behavior/ alternate placements
23. 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.

24. Assist Director of Special Education in the design and coordination of monthly special education staff meetings.
25. Serve as the administrative designee for IEPs as assigned
26. Provide administrative support to principals, assistant principals and counselors in the area of student discipline of special education students

**Other**

27. Consult with district and outside resources regarding education, social, medical, and personal needs of students.
28. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
29. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
30. Keep informed of and comply with federal, state, district, and school regulations and policies for special education.
31. Any and all other duties as assigned by your immediate supervisor.

**Supervisory Responsibilities:**

None

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Personal computer and peripherals, and other instructional equipment

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds); may require occasional heavy lifting (45 pounds or more) and positioning of students with physical disabilities, control behavior through physical restraint, assist nonambulatory students, and lift and move adaptive and other classroom equipment

**Environment:** Work inside, may work outside; regular exposure to noise; exposure to biological hazards

**Mental Demands:** Maintain emotional control under stress; may work prolonged or irregular hours

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

Received by \_\_\_\_\_

Date \_\_\_\_\_