

BEHAVIOR MANAGEMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves implementing and monitoring the behavior intervention program and crisis response systems in a school. The work is performed under general supervision with professional discretion allowed for the use of independent judgment in carrying out the details of the work. Supervision is exercised over the work of subordinate employees. A Behavior Management Coordinator does related work as required.

TYPICAL WORK ACTIVITIES:

- Performs Therapeutic Crisis Intervention training to all school staff annually;
- Performs orientation and training for staff;
- Supervises and evaluates assigned employees;
- Keeps written records of behavior intervention plans, crisis response and physical restraints that have been implemented;
- Monitors behavior intervention and crisis response protocols to assure adherence to policy;
- Conducts post incident review meetings with staff involved in crisis response;
- Conducts daily briefings and weekly meetings with staff to give specific assignments and provide direction;
- Participates in the process for admission of new students to assess student behavior management needs in accordance with program admission criteria.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of emergency and crisis response protocols; good knowledge of the developmental needs of children; ability to plan and supervise the work of others; ability to readily acquire a familiarity with a variety of laws, regulation and policies related to educational programs; ability to communicate effectively, both orally and in writing; sound judgment; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associates degree in human services, criminal justice or a related field and two (2) years of experience in emergency/crisis response or working with at-risk youth in a school setting;

OR

- B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in emergency/crisis response or working with at-risk youth in a school setting;

OR

- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENT: Must acquire within one year and maintain Therapeutic Crisis Intervention Trainer certification.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS/ BOCES: Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 7/14/11