



## ***HFI Specialized Learning Behavior Support Specialist***

**Reports to:** Director of Education-Specialized Learning

**Location:** Seville Specialized Learning

**Hours:** 7:00 a.m. to 3:00 p.m. Monday – Friday, (**9 month full-time**)

**General Statement of Duties:** Provides support to students in the classroom to create a positive environment.

### **Essential Functions:**

- Checks to see that students are actively involved in the lesson
- Seeks teacher assistance to adapt materials and/or information when necessary
- Provides guided meaningful practice of behavioral and academic skills
- Conducts frequent evaluation of students' behavioral progress
- Assist in working with individual students or small groups of students when needed.
- Assist the classroom in implementing the classroom / school wide behavior plan.
- Establish and enforce rules for behavior and procedures for maintaining an environment conducive to learning for all students.
- Assist in collection of data for providing appropriate classroom interventions.
- Keeps records that document behavior management techniques that have been utilized and the success or failure of those techniques
- Works cooperatively with therapeutic and support staff
- Handles all crisis situations
- Communicates with supervisor regularly
- Documentation is completed accurately and immediately
- Communicates with principal/director and support staff regarding student behavior and disciplinary procedures used with students.
- Maintain professional competence by participating in staff development activities and other professional opportunities.
- Adheres to other requests as indicated by supervisor

**Minimum Qualifications:**

Candidate must have a High School Diploma. Bachelor's Degree is preferred. A strong knowledge of child and adolescent behavior and development preferred. Valid PA Driver's license, current Act 33/34 and FBI clearances are required. Additionally, candidate must be physically capable of managing student behavior. EOE

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