



Sacaton School District #18

JOB DESCRIPTION

JOB TITLE: Middle School (Grades 5-8) Behavior Specialist

Position Type: Teacher

Department: Middle School

Salary Schedule: Teacher

Reports to: Principal

Term of Employment: 9 months

Location: Middle School

POSITION SUMMARY

To assist the principal in leading the school community to increase student achievement through planning and organizing a school culture focused on teaching and learning, continuous improvement of curriculum, instruction and assessment, effective management of operations and resources in a safe and orderly environment.

JOB GOAL: To support the mission of the district goals, procedures, and policies in the best interest of the student by professionally carrying out assigned duties and participating in the improvement and refinement of related areas. To coordinate program resources to promote the educational development of each student.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIRED:

- Must have the authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Arizona Administrative Certificate preferred.
- Must meet all NCLB (Highly Qualified) qualifications.
- Master's Degree (MA) or higher from a four-year college or university.
- Minimum of five years teaching.
- Prior administrative experience preferred.

REQUIREMENTS:

- Adheres to the District vision, mission, core values and goals in collaboration with staff.
- Demonstrates the ability and desire to provide outstanding service to students and families.
- Demonstrates a high regard for confidential and sensitive information.

SUPERVISORY RESPONSIBILITIES:

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing and training employees; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

ESSENTIAL FUNCTIONS:

- Supports the development and implementation of a vision of learning shared by all stakeholders which includes shared beliefs, high expectations for all and clear goals.
- Work to help students gain an understanding of the importance of a safe, respectful, and productive educational setting.
- Participates in the analysis of a variety of data sources to determine annual focus and establish concrete goals for student achievement and the general functioning of the school.
- Participates in planning and implementing professional development programs to provide intellectual stimulation to staff regarding research-based instructional strategies, curriculum and assessment practices.

- Utilizes current technology/computer skills; updates knowledge and skill of related global communication and information devices.
- Assists in the articulation of improvement plans and accreditation activities.
- Establishes positive relationships and collaboration through open lines of communication with teachers, among students and with community members.
- Maintains quality contacts and interactions with teachers and students through frequent visits to classrooms and high visibility.
- Reinforces procedures, structures and rules for teachers, staff and students to ensure the effective operation of the school and a safe and orderly environment.
- Demonstrates flexible leadership in responding to the diverse needs and interests of the community.
- Demonstrates integrity by communication and operating from strong ideals and beliefs about teaching and learning.
- Advocates for the school, ensuring compliance with district and state mandates, to all stakeholders.
- Responds to the underlying political, social, economic, legal and cultural context of the school in order to serve the community and address current and potential concerns.
- Must be accessible throughout the workday.
- Must meet any additional specific job requirements as indicated by the school principal.
- Work with community leaders as needed adhering to the school districts policies and implementation of state policies.
- Monitors the behavior of students and provides opportunities for in-school suspension, when appropriate.

MARGINAL DUTIES:

- Assists other personnel as may be required to support them in the completion of their work activities.
- Completes other job related duties as assigned by the school principal.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates knowledge of current research in educational curriculum instruction, assessment and evaluation.
- Demonstrates knowledge of students with disabilities and legal requirements.
- Demonstrates effective oral and written communication skills.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgement.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.