

BOARD AGENDA ITEM

FEBRUARY 11, 2020

SUBJECT:

Elementary Tier 3 Behavior Intervention Program

BACKGROUND:

In recent years we have seen a trend in increasingly challenging behaviors in a small population of our elementary students across the county. Interventions at the school-level have often been less than successful and may be contributing to an over identification of students with disabilities. Surveyed teachers indicated that classroom management of students exhibiting extreme behavior is the most challenging aspect of their job. Teacher Forum and Elementary Principals have also noted that a significant portion of the school day is devoted to supporting students in crisis.

ADMINISTRATIVE CONSIDERATION:

In December 2019, Administration proposed a concept to address the needs of students in crisis. The recommendation is a short-term (45-60 day) restorative program designed specifically for elementary students exhibiting chronic and repeated social, emotional, and behavioral incidents. The program would address the social, emotional, physical and cognitive aspects contributing to the behavior in a therapeutic environment, while also incorporating family support services. In order to have the program operational by the beginning of the 2020-2021 school year, the board at the February 11, 2020 meeting, requested the administration provide a job description for the Program Director

RECOMMENDATION:

Approve funding for the Elementary Tier 3 Behavior Intervention Program for the 2020-2021 school year and authorize administration to employee a Program Director during the last quarter of the 2019-2020 school year.

ATTACHMENTS:

Job Description for the Program Director
Budget Summary

PREPARED BY:

Shawn Foster

District Position Description



AIKEN COUNTY
PUBLIC SCHOOLS

Position Title: Director, MOSAIC
Department: Instructional Services Division
Reports To: Executive Director, Elementary Schools
FLSA Status: Exempt

SUMMARY:

Provides instructional leadership to staff including: curriculum planning, review and implementation; oversight and support of implementation of Tier 3 behavior interventions; provides professional development. Responsible for building administration and the safety and welfare of both students and staff. Provides leadership at the local school level in carrying out the goals and objectives of the school district, administers and supervises all the activities and personnel of the school toward the fullest possible development of each student with a focus on social-emotional learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops and monitors a comprehensive therapeutic SEL program/framework with defined behavior competencies and interventions to serve early learners.
- Interacts with students to encourage each individual to perform at their highest level.
- Provides assistance to teachers and staff in support of a high quality classroom and student engagement.
- Establishes and maintains procedures for managing pupils' behavior to achieve an effective learning atmosphere and to maximize instructional time.
- Assists in creating and monitoring the progress of specialized behavior treatment plan for each student.
- Ensures smooth transition of students to and from MOSAIC and their home school.
- Manages and evaluates all assigned building staff personnel.
- Assigns teachers to classroom and students to classes.
- Evaluates the use of formal and informal assessments.
- Prepares the school budget.
- Exhibits professional demeanor and behavior.
- Effectively communicates goals and instructional expectation for teachers and behavior technicians in writing and orally.
- Supervises cleanliness, security, and safety of the building.
- Establishes and maintains relations with parents, parent groups, school volunteers and outside agencies.
- Implements School Board policies, administrative directives, and regulations relating to the school.
- Maintains student discipline consistent with school district policies.

- Cooperates with other school principals and officials in student and district inter-school matters.
- Performs other duties as may be assigned.

JOB SPECIFICATIONS

EDUCATION and/or EXPERIENCE:

Master's degree in Administration and a minimum five years of teaching experience required; additional advanced education in child psychology or social work preferred; documented experience working with students with challenging behaviors and experience implementing various behavior models required; or equivalent combination of education and experience that provides the required knowledge, skills and abilities.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid SC Teaching License required in one of the following areas:

Elementary Principal (Tier 1, Tier 11)

Elementary Supervisor

Specialized behavior certifications strongly preferred, or must be obtained within two years

SUPERVISORY RESPONSIBILITIES:

Manages and supervises certified and classified employees in the MOSAIC program. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include addressing complaints and resolving problems.

LANGUAGE SKILLS:

Ability to read, analyze and interpret professional journals, technical procedures and instructional manuals. Ability to design and write professional development plans, reports and data entry procedures. Ability to effectively present professional development and training and respond to questions from groups of educators, trainees, media, administrators and organization members.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in units of measurement, using whole numbers, common fractions, and decimals. Ability to work with mathematical concepts such as probability and statistical inference and in the display and interpretation of data. Ability to apply basic concepts of statistical analysis, fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to interpret and carry out instructions furnished in written, oral, diagram or schedule form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to analyze information and use logic to address work related issues and problems.

Ability to identify student adjustment and/or academic problems, provide counseling and/or recommend appropriate remedial action to parents. Ability to supervise students and maintain order in various classroom and instructional activities and situations

OTHER SKILLS and ABILITIES:

Ability to perform duties with awareness of all district requirements and Board of Education policies.

Ability to operate a personal computer and related software. Knowledge in the methods for developing lesson plans and materials, and classroom activities which stimulate learning.

Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned.

Ability to develop effective working relationships with students, parents, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to develop effective working relationships with staff and district employees. Ability to implement a flexible work schedule to meet the reporting deadlines. Proficiency with Microsoft applications such as Excel, Word, and PowerPoint required. Ability to perform duties with a high level of detail and accuracy. Ability to self-monitor and manage multiple tasks while working individually and with members of a group.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will occasionally lift and/or move up to 50 pounds such as boxes of materials. The employee will sometimes push/pull items such as furniture or boxes of materials.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, listen and/or reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision. Some driving required. Duties of the job require frequent use of a computer monitor and related equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment with limited exposure to environmental conditions. The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day.

Frequent interruptions and immediate attention to unexpected situations are expected.

TERMS OF EMPLOYMENT:

12 months (260 Days)

Director I Salary Schedule

The terms of employment detailed in this job description are based on full time employment

during the school year. Conditions of employment adjusted for part time employees or individuals who are hired for less than an entire school year.

EVALUATION:

Performance of this job evaluated at the conclusion of program.

DISCLAIMER STATEMENT:

The information contained in this job-description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

MOSAIC Staffing Program Budget

Position	Estimated Salary/Fringe (Per)	FTE	Estimated Personnel Cost
Director I – 12 months	\$120,516	1	\$120,516
Secretary – 12 months	\$51,518	1	\$51,518
Counselor – 210 days	\$88,526	1	\$88,526
Teacher – 210 days	\$88,526	3	\$265,578
Technician – 205 days/7.5 hours	\$39,433	5	\$197,165
Total FTE/Estimated Cost		11	\$723,303