



Job Title:	Coordinator of Elementary Behavioral Intervention Program	Wage/Hour Status:	Exempt/212 days
Reports To:	Area Superintendent	Pay Grade:	Professional
Dept. /School:	Alternative Education Center	Date Revised:	May 25, 2011

Primary Purpose:

Provide support to student placed in the Elementary Behavioral Intervention Classroom to reduce recidivism.

Qualifications:

Education/Certification:

Master's Degree

Special Knowledge/Skills:

Strong organizational, communication and interpersonal skills

Experience:

Minimum of three years of successful public school experience

Major Responsibilities and Duties:

1. Monitor the elementary/intermediate BIC curriculum to see that it is compatible and reflective of the district curriculum.
2. Attend PDC, Area and Elementary/Intermediate Level Meetings.
3. Assist students and teachers with social skills lessons and activities.
4. Provide assistance for the continuation of *Fast ForWord* for enrolled students.
5. Support the integration of technology into daily lessons.
6. Make student-centered decisions and enhance student productivity.
7. Develop a process of tracking the progress of students when they return to their home campus.
8. Develop a method of evaluation for the BIC program.
9. Complete other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer, printer, calculator, copier, scanner and fax machine

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions; maintain emotional control; under stress, prolonged use of computer.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.