



# Irvine Unified School District

## TEACHER ON SPECIAL ASSIGNMENT (TOSA) SUPERVISOR: SUPERVISOR BEHAVIOR SPECIALIST

### DEFINITION

Under the direction of the Director of Special Education, designs and manages aspects of students' programs related to behavior intervention, including implementation. They will utilize behavior analytic strategies including but not limited to Discrete Trial Training (DTT), Pivotal Response Training (PRT), as well as other researched based strategies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Supervise the implementation of the Individual Educational Program (IEP) for children with special needs.
- Supervise, evaluate and coordinate work of behavior tutors who provide one-on-one and group service for children with special needs.
- Implement approved strategies for behavior management.
- Participate in IEP and progress meetings, clinics, planning and training sessions for parents and staff.
- Create and provide ongoing training for behavior tutors and district staff.
- Performs clerical duties.
- Attends to the behavioral needs of the students.
- Collect data, take notes, contribute to reports as needed, prepare summaries and analyze information to provide recommendations for goals and objectives for student's IEP.
- Analyze data to determine the need for strategy changes.
- Maintains suitable learning environment.

### QUALIFICATIONS GUIDE

#### Training and Experience:

A minimum of one year's full time experience in a supervisory role in a public or nonpublic school or agency working with children with autism is preferred. A minimum of five years' experience working with children with special needs is required. BCBA, BCaBA, or current enrollment in certification coursework strongly preferred.

#### Education:

A valid special education teaching credential or bachelor's degree from an accredited college or university in Child Development, Applied Behavior Analysis, Early Childhood Education, Psychology, Education, is required. A Master's degree in one of these areas is strongly preferred.

#### Personal Qualities:

Ability to establish and maintain effective working relationships with parents, tutors, students, and staff. Appearance, grooming and personality which establish a desirable example for students. Ability to meet District standards for physical and mental health.

### 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.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel objects, tools, or controls; and talk, and hear. The employee is regularly required to stand, walk, sit; reach with hands

and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance; and taste or smell.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **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.

The noise level in the work environment is usually moderate.

Work settings include IUSD, private schools, community, and in student homes. Intensive individual work with children ages 3 and older. Children may have severe behavioral needs and employee must be able to adjust quickly for safety needs of students, self, and others.

## **COMMENTS**

Weight requirements included moving and lifting students (Preschool-age 22), moving motor equipment.

Rev. 6/12