**Recovery Room Specialist**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Coordinator of Behavior Intervention/Support

**Dept/Campus:** Assigned Campus **Paygrade:** PP-6

**Wage/Hour Status:** Nonexempt **Date Revised:** Jan 2022

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

Provide behavioral support services to classroom teachers and students on the assigned campus. Serve as the primary provider of social skills instruction and character development to students on the assigned campus.

**QUALIFICATIONS:**

**Education/Certification:**

Associate’s degree from accredited college or university or 60 minimum college hours

Coursework in education, psychology, or social work preferred

**Special Knowledge/Skills:**

Knowledge of child development with an emphasis on adolescent needs

Ability to work effectively with students and manage their behavior

Ability to effectively present information to students

Ability to work with minimal supervision

Ability to work well with others

Excellent organizational, communication, and interpersonal skills

**Experience:**

1-2 years experience working with school-age youth

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Comply with all federal and state laws, district and campus guidelines, regulations, routines, and operating procedures.
2. Implements interventions, functional behavior assessments and behavior plans for the purpose of providing a safe and effective educational environment for students with challenging behaviors.
3. Implements procedures for students with challenging behaviors for the purpose of enhancing programs for students and ensuring that program operations are in compliance with established district guidelines.
4. Supporting teachers to hold all students to high and consistent expectations.
5. Collaborating with district and campus staff for dealing with behavioral crisis-intervention and acute behavioral issues.
6. Acting as a resource to teachers in their instructional practice, especially as it relates to issues of discipline, relationships with students, classroom management, and school culture.
7. Reinforce the effective use of a school-wide behavior plan.
8. Implementation of the district research-based behavior curriculum.
9. Document and file reports on student behaviors that occur in the Recovery Room.
10. Participate in parent conferences, faculty and staff meetings, and professional development opportunities as requested and approved by the campus administrator.
11. Provide adequate student supervision at all times.
12. Follow the Individualized Educational Plans and Behavioral Intervention Plans of assigned special needs students.
13. Remove students from the classroom setting as necessary.
14. Implement approved behavioral intervention strategies.
15. Plan and deliver the approved character education curriculum on the assigned campus.
16. Maintain a positive and effective relationship with co-workers, supervisor, district personnel, community members, volunteers, and district partners.
17. Effectively communicate with supervisor, colleagues, district personnel, students, and parents.

**EQUIPMENT USED:**

Computer, printer, calculator, fax machine, copier, multi-line telephone system, and other modern office equipment.

**WORKING CONDITIONS:**

**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 will be made if necessary:**

**Mental Demands:**

Ability to communicate effectively (verbally and written); ability to instruct and model desirable skills and attitudes; ability to

remain productive and maintain control under stress

**Physical Demands:**

Frequent bending, stooping, and standing; ability to lift and carry 50 lb

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

Employee Date

Supervisor Date