

**Monticello Public Schools
ISD #882
JOB DESCRIPTION**

**Position Title: High School
Behavior Interventionist**

Department: High School

Exempt Status: Non-Exempt

Reports To: Building Principal

Date: February 24, 2017

Approval: Assistant Superintendent

JOB SUMMARY: Under the direction of the Principal, the High School Behavior Interventionist is responsible for providing daily security for the school building and property and ensures the safety and security of students, staff, building and grounds. This position patrols school property and alerts administration of all safety and security concerns. The High School Behavior Interventionist responds to emergencies, intervenes in interpersonal conflicts, and directs students and staff in crisis situations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

60% Maintain a safe environment for students, staff and visitors and address security concerns

- A. Assist with security, student behavioral issues and student attendance.
- B. Escort specific students to areas such as office, guidance, and to class as needed.
- C. Works with administration, counselors, social workers, school resource officer and teachers to address student concerns.
- D. Monitors students leaving the building during school hours to ensure they have appropriate authorization.
- E. Determines and reports safety or security issues.
- F. Escort and re-direct outside visitors during the school day.
- G. Enforce the district policy on ID badges.
- H. Enforce school rules.
- I. Informs school administration of unauthorized personnel on campus.
- J. Monitor students on Main Street, hallways and Fieldhouse throughout the day.
- K. Monitors students during the daily lunch program.
- L. Works closely with and through building administrators concerning student behavior issues and policy interpretations.
- M. Monitors students for drug, alcohol and tobacco use.
- N. Monitors for student truancy.
- O. Provides tobacco violations to Wright County Administration for legal consequences.
- P. Investigate incidents and works directly with School Resource Officer.
- Q. Report suspicion of criminal concerns.
- R. Attend weekly administration meetings.
- S. Search lockers, vehicles and students as needed.
- T. Serves as witness in associated legal proceedings.

- 15% Monitors driving behavior and parking on school property
- A. Monitors for vandalism, theft and trespassing on school property.
 - B. Monitors for unsafe driving on school property.
 - C. Perform periodic walkthroughs of parking lot and building grounds to monitor and report infractions and suspicious behavior.
 - D. Prepares and issues warnings.
 - E. Prepares and issues parking violation tickets for improper parking.
 - F. Prepares and issues parking violation tickets for parking without permits.
 - G. Boot vehicles as necessary.
 - H. Arranges for vehicles to be towed when necessary.
 - I. Assists with accidents and injuries on school grounds.
 - J. Compiles information, record student parking permit data in computerized form and update that data.
 - K. Sell parking permits as needed.
 - L. Responsible for recording and processing money for permits and fines.
 - M. Notifies law enforcement as necessary.
- 15% Provide assistance and support for student's health and behavior related needs
- A. Assist in building relationships with students to create a positive school culture. Provide hands-on assistance, supervision or cuing, as directed.
 - B. Observe, monitor and redirect student behavior.
 - C. Assist in implementing behavior intervention plans as are specified in individual students' IEPs.
 - D. Assist in medical situations that arise during the school day and assist in getting emergency personnel from outside of the building to proper locations.
- 8% Supports building services and emergency planning
- A. Coordinates building surveillance equipment
 - B. Actively participates in emergency planning in the building
 - C. Reviews video of disturbances and situations as necessary
 - D. Secures school building entrances, exits and appropriate offices
- 2% Professional Development
- A. Attends in-services and workshops as appropriate.

Performs other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- Two (2) year degree or background in a similar field is preferred.
- Current Crisis Prevention Intervention (CPI) certification or the ability to complete CPI training is required.

Experience:

- Experience working with students who have severe behavior problems is preferred.
- Experience with conflict resolution, positive peer interactions, criminal justice and providing clear directions in an education setting is preferred.

Essential Skills Required to Perform the Work:

- Ability to command respect and work with students in a positive manner.
- Ability to positively interact and communicate effectively with students to encourage appropriate behavior.
- Ability to maintain effective control over students to ensure behavior is not a distraction to a productive learning environment.
- Ability to positively interact and communicate effectively, both orally and in writing, with co-workers, parents, school officials, and law enforcement agencies in accordance with established policies, procedures, and regulations.
- Ability to function in stressful situations and to exercise good judgment under potentially dangerous conditions.
- Knowledge of standard security procedures and the regulations and laws relating to school buildings and grounds, building intrusion, and trespassing.
- Ability to read and understand laws, policies, rules and regulations and procedures, and to follow written and oral directions.
- Ability to accept direction from multiple sources.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates office equipment including computer, printer, copy machine and phone/mobile phone.
- Uses multiple software applications including word processing, spreadsheet, and email.

Supervision of Other Employees:

- This position does not provide work direction or supervision to other district employees.

Physical Job Requirements:

- Position involves lifting, carrying, pushing or pulling items with a strength factor of light to medium work.
- Position may occasionally lift in excess of 50 pounds in removal or physical restraint of students. Also involves booting of vehicles.
- Position requires occasional prolonged position in any combination of stooping, squatting, kneeling, reaching and bending.
- Position requires extended periods of standing/walking during the shift.
- Position involves occasional personal support of students in various settings.
- Position involves the physical ability to perform restrictive procedures.
- Possess dexterity of hands and fingers to operate equipment.
- See to read a variety of materials.
- Quick response to emergency situations.

Mental Job Requirements:

- Involves handling multiple tasks at once, responding to numerous requests for information, dealing with interruptions, and prioritizing job tasks.
- Ability to deal with defensive or defiant individuals.
- Requires strong conflict resolution skills and resolving difficult interpersonal situations.
- Involves learning quickly and adapting to change.
- Meeting individual needs of children while exhibiting patience.
- Ability to set priorities.
- Maintain mental and visual attention.

- Involves establishing and maintaining effective working relationships with a wide variety of constituents.
- Ability to work in a team environment.

Working Conditions:

- Exposure to communicable disease, airborne pathogens and bodily fluids.
- Exposure to students with severe emotional disturbances.
- Exposure to physical injury from students.
- Exposure to emotional outbursts.
- Exposures to temperatures and varying weather.
- Position may be exposed occasionally to disagreeable conditions involving student contact.

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, employees and community members.
- Provides district administration with adequate and timely information.
- Secures and monitors building to prevent vandalism and theft.
- Helps prevent unsafe conditions and accidents.
- Provides support to students, staff and community to ensure a safe environment.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.