

SUPPORT STAFF POSITIONS

Job Description:

Middle School Behavioral Interventionist/Attendance Coordinator Non-Exempt

TITLE: Middle School Behavioral Interventionist/Attendance Coordinator

DEFINITION: Under the direction of the Middle School Principal, the employee will be trained in incorporating restorative practices within the school and tasked to support the Middle School principal and staff in behavioral interventions for students in need of support. The position will also require serving as the Middle School Attendance Coordinator.

QUALIFICATIONS:

1. High school graduate or equivalent
2. Experience working with young people/adolescents in a nurturing, caring environment.
3. Prior experience working/volunteering in schools.
4. Ability to lead students in individual and group conversations.
5. Ability to work with others and communicate with tact and finesse.
6. Even tempered, self-motivated and able to work without direct supervision.
7. Must hold a valid Colorado Driver's License and meet any other requirements to drive the district's small vehicles to transport students, when needed.
8. Organized, yet flexible.
9. Such other qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Middle School Principal

DUTIES:

1. To receive restorative justice training and incorporate restorative practices within the school.
2. Support Middle School principal and staff in behavioral interventions for students in need of support.
3. Intervening and providing support for student behavior needs and initiating communication between school and home.
4. Lead students in individual and group conversations about identifying and taking responsibility for their actions/behaviors and use a restorative approach to repairing damage to relationships and resolving conflicts.
5. Act as the Middle School Attendance Coordinator and perform work in partnership with the school attendance secretary to ensure all communications with parents regarding problematic attendance issues, including monitoring and holding truancy intervention meetings with parents.

6. Supervise students, as necessary.
7. Display initiative in evaluating and increasing the effectiveness of the behavioral and attendance practices at the Middle School
8. Perform all other duties as may be assigned by the Middle School Principal.
9. It is imperative that the person employed in this position display acceptable professional and ethical standards. These expectations include: confidentiality, courtesy, cooperation, positive attitude, reliability, punctuality, accuracy, efficiency, timeliness in respect to deadlines, and respectfulness toward others. The employee shall represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not be officially on duty.
10. Employee is held accountable for all duties of the job.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- Persons performing service in this position classification may exert 15-40 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting a portion of the time but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far, vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job. If such accommodation is necessary, contact the Accounting/Risk Manager for information.

EMPLOYMENT TERMS: Salary and work year to be established by the superintendent of schools in accordance with policies of the Board of Education.

EVALUATION: Performance of this job is to be evaluated by Middle School Principal in accordance with policies of the Board of Education.

NOTICE REGARDING WORKER COMPENSATION INJURIES.

All employees must obtain medical treatment of work-related injuries and illnesses from physicians located at either:

All employees must obtain medical treatment for work-related injuries and illnesses from physicians located at one of the following medical providers.

**1. SAN LUIS VALLEY HEALTH OCCUPATIONAL MEDICINE
2115 STUART STREET
ALAMOSA, CO 81101
Phone # 719.589.8110**

**2. MONTE VISTA MEDICAL CLINIC
1033 2nd Avenue
MONTE VISTA, CO 81144
Phone # 719.852.8827**

**3. Rio Grande Hospital Clinic
310 County RD 14 Unit C
Del Norte, CO 81132
Phone # 719-657-2418**

**4. SAGUACHE CLINIC
405 N DENVER AVENUE
SAGUACHE, CO 81149
Phone# 719-655-2531**

In the event of a life or limb threatening emergency, the injured employee will be sent to the nearest emergency facility. Follow-up care will be provided by the designated medical provider. If an employee is treated by an unauthorized medical provider, the employee will be responsible for payment of said treatment.

In the event of an injury the employee has the responsibility to:

- Read and be fully aware of district procedures regarding medical treatment for work-related injuries and illnesses.
- Report any injury immediately to the appropriate supervisor and the Risk Manager in the administration office (852-5996).
- Report an injury in writing within four working days of the accident, as required by Colorado statute, but the sooner the report the better the recovery process will be. An employee's failure to report an injury within four working days to the employer may result in the employee losing up to one day's worth of compensation for each day's failure to report. Notifying the district within 24 hours is required to minimize worker's compensation rates.
- Fully understand that employees who are treated by an unauthorized medical provider will be responsible for payment of the treatment.
- Keep all appointments. Two appointments missed in a row will warrant closing the case. Appointments may be rescheduled with timely notification.

Whenever practicable, the district will provide an alternate duty program to facilitate an employee's return to work in the event of work-related injury or illness. The alternate duty assignments are temporary and are intended to assist recovery. All assignments will be reviewed and approved by attending physicians to ensure any restrictions are being met. A timeline will be established with the employee and medical provider to determine the length of the assignment. If the employee refuses to accept the position, he/she must be informed that worker's compensation benefits can be terminated.

I have reviewed, understand, and can fulfill the requirements of this job description.

In addition, I have read and am fully aware of the district procedure regarding medical treatment for work-related injuries and illnesses.

Signature _____ Date _____

Job Description GDAG-R approved by Board of Education: 10/08/2018

Monte Vista School District No. C-8, Monte Vista, Colorado