

When to use this form: A Job Description is a summary of a job analysis and is used to assist managers determine an existing or prospective role. Seek HR advice if assistance is required. This form is to be completed by managers who are undertaking:

- Recruitment
- Role and responsibility review of existing jobs
- Performance Management and Assessment of employees
- Training review and assessment
- Compensation & benefits review

Answers should be concise and to the point and it should describe the job as it is now and for the foreseeable future.

Where to send this form: Form can be emailed or sent to the HR Department.

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Behavioural Interventionist	Reference: 190325
Function/Department	Academic	Location: Stamford American School, Hong Kong
Manager Title	Head of School	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

Utilizing a Response-to-Intervention (RtI) Model, this position involves providing Tier 2 and Tier 3 level interventions and supports to students as well as consultation to the greater school community in order to increase students' level of academic engagement and social functioning.

Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

Implements effective and efficient Tier 2 and Tier 3 level behavioral supports

- Establishes positive, safe, and trusting relationships with students of all ages, their families and teachers
- Coordinates a variety of research-based Tier 2 behavioral interventions such as Check-In/Check-Out (CICO) Programs, supplemental Second Steps social skills lessons, and peer mentoring programs
- Adequately assesses students and writes effective and comprehensive Behavioral Support Plans (BSP)
- Provides short-term implementation support directly to students through modeling, material preparation, as well as organizing home-school communication systems

Regularly assesses students' behavioral needs within the school environment

- Collects and analyzes screening and progress monitoring data to identify student need, modify intervention, and report progress to parents, faculty, staff, and administration
- Utilizes the Functional Behavioral Assessment (FBA) process (comprised of interviews and direct classroom observations) in order write effective BSPs to support student success across learning environments
- Summarizes assessment results and incorporates information into an appropriate comprehensive plan

Provides consultation to teachers, parents, and other service providers in order to increase school performance

for students with social and/or behavioral concerns

- Participates on a multi-disciplinary team of professionals by utilizing a problem-solving approach
- Prepares and disseminates professional resources according to student need
- Offers ongoing support to faculty, staff, and parents in order to accelerate student performance

Collaborates with related (internal/external) services providers

- Establishes and maintains ongoing professional collaboration with faculty, staff and service providers on and off campus in order to maximize student impact on academic engagement and social functioning

Serves as a case manager for students receiving support services

- Gathers relevant background information related to students' behavioral challenges
- Maintains updated and accurate student files which adhere to high-levels of confidentiality
- Coordinates, facilitates, and maintains records on meetings with parents, teachers, and internal/external service providers

Position Requirements

- Minimum 3 years of experience working with children who display behavioral challenges
- Exceptional interpersonal communication and professional collaboration skills
- Must demonstrate flexibility, strong work habits, and a positive attitude
- Strong organizational skills and excellent command of the English language
- Proficiency in using computers and other forms of technology
- Strong references and attendance record

Qualifications

Required:

- Teaching Certification from an accredited educational institution
- Verifiable training in conducting FBAs and writing BSPs
- Previous experience providing direct and/or indirect behavioural support in a school setting
- Minimum 3 years of experience working with children who have identified behavioural difficulties

Preferred:

- Current Special Education Teaching License
- Advanced degree in Special Education, Behavioural Psychology, and/or related field
- Knowledge and/or experience providing behavioural support within an RtI Model
- Prior experience working as a behavioural interventionist with students of all ages

Contacts

- Other Stamford Teaching and Non-Teaching Staff
- Parents and Students
- PTA

Working Conditions

- Duties performed within a school environment.

- Will be required to work independently and as part of a collaborative team effort.
- Extended working hours to complete some projects may be required Identify the working conditions and physical demands related to the essential duties – working outdoors, travel, and overtime.

Terms of Employment

- Working Hours: 7:30 am – 4:30 pm, Monday to Friday
- Medical Benefits: Group medical insurance provided the applicant is not currently covered
- Probation Period: 3 months from date of commencement
- Pre-medical exam: N.A.
- Referee request: Required
- Background Check: Required

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