



Job Title: Student Behavior Support Specialist
Department: Secondary Education/Elementary Education
Reports To: Director of Student Services
FLSA Status: Exempt
Salary Schedule: ES Lane 6

SUMMARY

The Student Behavior Support Specialist is responsible for overseeing the elementary and intermediate schools Critical Behavior Service (CBS) Programs. The Specialist works with the school principals in offering behavior services to teachers, students, and parents. The Specialist will also be responsible for the implementation of District programs while performing the below listed essential duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Conducts evaluations (behavioral rating scales, inventories, interviews, classroom observations, etc.) and interprets data (from functional behavior assessments, rating scales, etc.) to benefit students.

Provides behavior counseling, collaboration and other means, specific to social/emotional learning, behavior needs, and others as assigned or needed.

Serves as a member of a District Level Team to provide input on need and eligibility for district behavior programs and Behavior Intervention Plans. Works directly with WCSD support personnel and direct instructional personnel to plan the proper instruction and placement of students.

Works with WCSD behavior intervention units. Obtains, integrates, and interprets information about student behavior and conditions relating to learning. Provides counseling services.

Provides updates, training and ongoing consultation for building administrators and Behavior Technicians regarding best practices in behavior interventions.

Coordinates with outside agencies and services when necessary.

Consults with teachers and administrators regarding appropriate academic and behavioral interventions. Consults with parents regarding individual student needs. Consults with school-based counselors, especially in the area of response to behavioral concerns and students in crisis, as well as academic interventions.

Monitors the maintenance of timely and accurate student records, assessments, and reports and takes measures to maintain confidentiality at all times.

Maintains accurate and timely monitoring and data tracking of district behavior program and student tracking systems for compliance within WCSD Student Data Collection Procedures.

Maintains responsive lines of communication among students, parents, and staff involved with district programs.

Attends professional seminars, conferences, district meetings, and workshops as required by the position and with administrative consent.

Provide training and support to the elementary behavior unit staff.

Respond to and monitor crisis situations involving student behavior, to include students at the CBS behavior units.

Coordinate with the school's student entry and exit of the behavior units.

Performs such other duties and assumes such other responsibilities as the supervisor may request.

SUPERVISORY RESPONSIBILITIES

Supervises personnel in the behavior units and district behavior techs.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to communicate with school staff, case managers, parents, administrators, colleagues, and others with efficiency, organization, and promptness in coordinating student services.

Maintains regular in-person, on-site visits with regard to meetings, collaboration, and fulfilling other assigned duties and responsibilities. Will prioritize on-site visibility and availability to school staff and others as necessary.

Ability to establish and maintain productive working relationships with staff, colleagues, and the general community.

Ability to work on multiple tasks and prioritize appropriately. Ability to complete assigned tasks with minimal supervision. Ability to organize office settings and work environments to efficiently accomplish tasks.

Ability to use correct and appropriate grammar, sentence structure, and spelling. Ability to compose clear, concise, and accurate written and verbal communication, messages, and written reports, evaluations, etc.

Ability to use computer technology efficiently including word processing, presentation software, Microsoft Office software applications, etc.

Ability to appropriately handle confidential information in accordance with District policies.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, and/or public groups.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Master's Degree in Social Work from an accredited university/college program.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid Utah School Social Worker (K-12) License or A valid Utah DOPL Licensed Clinical Social Worker License AND be eligible to obtain a Utah School Social Worker (K-12) License within one school year.

An active Utah Driver's License is required.

Board Certified Behavioral Analysis (BCBA) or Equivalent Experience or Certification preferred. Special Education License and/or Trauma Informed Certification preferred.

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 regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

Prepared By: Assistant Superintendent, Elementary Education			Date: 05/19/2026
Approved By: Assistant Director, Human Resources			Date: 05/22/2026
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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	