



Flagler County Schools

Service Definitions and Data Collection

Behavior Specialist

1. Planning/Preparation

- _____ 1. Establish long and short range plans designed specifically to support the District Exceptional Education Plan.
- _____ 2. Establish priorities and schedules for services and programs.
- _____ 3. Participate in planning and developing programs and/or services to students.
- _____ 4. Assist in preparing for changing curriculum and service needs.
- _____ 5. Participate in District or school curriculum or planning teams.

2. Climate/Learning Environment

- _____ 6. Establish a positive and supportive environment in staffing meetings.
- _____ 7. Demonstrate respect and acceptance of students and parents from diverse cultures and with diverse needs.
- _____ 8. Use language appropriate to parents, students, or other listeners.
- _____ 9. Demonstrate patience and impartiality in working with parents and school personnel.
- _____ 10. Use effective, positive interaction skills.
- _____ 11. Use an understanding of learning and human development to provide a positive learning environment which supports the intellectual, personal and social development of all students.

3. Administration/Management

- _____ 12. Coordinate the provision of behavior support services to exceptional students.
- _____ 13. Prepare and maintain thorough and accurate records.
- _____ 14. Review and approve FBA and BIP prior to implementation.
- _____ 15. Demonstrate organizational skills.
- _____ 16. Assure that parents have been appropriately informed of recommended behavioral services.

4. Assessment/Evaluation

- _____ 17. Compile and review comprehensive education data required to determine the appropriate behavioral intervention.
- _____ 18. Demonstrate knowledge of the District's Exceptional Student Education Plan, including eligibility criteria.
- _____ 19. Interpret data and report to parents and staff.
- _____ 20. Exercise confidentiality in sharing of student data.
- _____ 21. Participate in evaluation of the effectiveness of programs and services.
- _____ 22. Assist with the educational assessment of students with behavior problems.
- _____ 23. Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.



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5. Intervention/Direct Services

- _____ 24. Provide technical assistance to teachers, guidance counselors, and administrators on behavioral procedures, programs and services, including information and interpretation of state, federal and district guidelines, rules, and laws.
- _____ 25. Assist in recommending intervention strategies for ESE students upon request.
- _____ 26. Assist teachers in the development/revisions/implementation of individual education plans for exceptional students.
- _____ 27. Assist ESE teacher with curriculum, methods and techniques, and selection of appropriate materials and equipment including the use of technology.
- _____ 28. Help ensure parents understanding of decisions, procedures, and meetings affecting their children.

6. Collaboration

- _____ 29. Confer with principal, teachers, counselors, and school specialists about ways to facilitate the learning and adjustment of children eligible for ESE programs.
- _____ 30. Use effective consultative behaviors.
- _____ 31. Interpret educational policies, programs, and procedures related to Exceptional Student Education.
- _____ 32. Communicate effectively, orally and in writing, with other professionals, students, parents, and community agencies.

7. Staff Development

- _____ 33. Provide information and / or in-service to teachers, administrators, and other school staff.
- _____ 34. Engage in continuing improvement of professional knowledge and skills.
- _____ 35. Conduct a personal assessment periodically to determine professional development needs.

8. Professional Responsibilities

- _____ 36. Act in a professional and ethical manner and adhere at all times to the Code of Ethics and Principles of Professional Conduct.
- _____ 37. Perform and fulfill professional responsibilities.
- _____ 38. Demonstrate attention to punctuality, attendance, records, and reports.
- _____ 39. Maintain confidentiality of student and other professional information.
- _____ 40. Exercise appropriate professional judgment.
- _____ 41. Comply with policies, procedures, and programs.
- _____ 42. Perform other incidental tasks consistent with the goals and objectives of this position.
- _____ 43. Maintain confidentiality regarding school and work matters.



Flagler County Schools Comprehensive Employee Evaluation Form

Behavior Specialist

Name: _____ Position: _____

School/Dept: _____ School Year _____

Formative Evaluation _____

Summative Evaluation _____

1. Planning/Preparation

Unsatisfactory 1 Needs Improvement 2 Satisfactory 3 Very Effective 4

2. Climate / Learning Environment

Unsatisfactory 1 Needs Improvement 2 Satisfactory 3 Very Effective 4

3. Administration / Management

Unsatisfactory 1 Needs Improvement 2 Satisfactory 3 Very Effective 4

4. Assessment / Evaluation

Unsatisfactory 1 Needs Improvement 2 Satisfactory 3 Very Effective 4

5. Intervention / Direct Services

Unsatisfactory 1 Needs Improvement 2 Satisfactory 3 Very Effective 4

6. Collaboration

Unsatisfactory 1 Needs Improvement 2 Satisfactory 3 Very Effective 4

7. Staff Development

Unsatisfactory 1 Needs Improvement 2 Satisfactory 3 Very Effective 4

8. Professional Responsibilities

Unsatisfactory 1 Needs Improvement 2 Satisfactory 3 Very Effective 4

Total Score (Maximum score is 32)

Unsatisfactory 8-12 Needs Improvement 13-20 Satisfactory 21-28 Very Effective 29-32

This employee is recommended for: Reappointment Dismissal Continuance of Probationary Status



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Comprehensive Employee Evaluation Form

Name: _____ Position: _____

School/Dept: _____ School Year _____

Formative Evaluation _____

Summative Evaluation _____

Comments of the Evaluatee: _____

Comments of the Evaluator:

The evaluation has been discussed with me: Yes No

Signature of Evaluatee

Date

Signature of Evaluator

Date