

## JOB ANNOUNCEMENT

### Coordinator of Instructional Supports

Working under the direct supervision of the Campus Supervisor (CS), the position of Coordinator of Instructional Supports (CIS) shall include, but is not limited to the following responsibilities:

- \* supervision of all behavior programming activities on campus
- \* modeling of professional skills and behavior for Instructional Support Monitors (ISM) at all times
- \* provision of leadership to other supervisors to promote understanding and use of effective positive behavioral programming principles and effective differential reinforcement procedures with students and employees
- \* oversight of software, technology, and equipment as needed to support the mission of the behavioral services department
- \* submits purchase requests for acquisition of equipment as needed by department
- \* supervises the development of behavior support plans, with technical assistance from consultants
- \* attendance at all Instructional Supports Review Committee (ISRC) meetings
- \* coordination of reward assessments and construction of reward menus for behavior programs
- \* ensures the development of appropriate Functional Behavioral Assessments, as recommended by consultants:
  - \* Functional Assessment Interviews
  - \* ABLLS assessments
  - \* scatter plotting
  - \* structured observational assessments
  - \* structured descriptive assessments
  - \* Analogue Functional Analysis
- \* ensures the development of acquisition and reduction procedures within behavior support plans as needed to:
  - \* address maladaptive behavior problems
  - \* support effective participation by students in their IEP and ISP training activities
  - \* enable students to develop and express personal preferences and achieve important personal outcomes
  - \* ensures adequate staff training, performance monitoring, and feedback for ISM's
- \* supervision and performance appraisal of ISM's and ISS's
- \* ensures maintenance of required office records, including but not limited to:
  - \* progress note filing
  - \* consultant time entry and tracking
  - \* Medicaid behavior management documentation
  - \* behavior support plan approval documentation
  - \* behavior support plan renewal time table and assignments
- \* development of and assistance to staff to implement model clinical initiatives to equip direct care staff with new competencies, including:
  - \* discrete trial training
  - \* incidental teaching of language
  - \* IEP skill training
  - \* ISP skill training
- \* ensures effective and appropriate use of consultant activities in all areas, including:
  - \* clinical prioritization
  - \* time management, including consultant visit preparation and activity scheduling
  - \* documentation of services and recommendations
  - \* provision of documentation of service delivery by consultants for monthly billing
  - \* compliance with all program and regulatory agency policies and procedures
  - \* responsive action of ISM staff on all consultant recommendations
  - \* evaluation of consultant's work and productivity on quarterly basis
  - \* ensures Rights Protection Committee requirements are met in areas of program review and relevant facility oversight
- \* ensures behavioral services staff provide training as needed on behavioral programming issues

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- \* provides effective leadership on supervisory team to communicate and coordinate with Campus Supervisor and all other department supervisors
- \* participation in crisis management procedures, to include, but not limited to: lifting and lowering individuals to and from the floor, standing from kneeling position and dropping to kneeling position while physically controlling an individual, blocking attempted blows and bites, transporting individuals in crisis state, and deflecting blows from thrown objects

**Qualifications:** minimum of Master's degree in Psychology or Education, certification as a Board Certified Behavior Analyst; minimum of one year's experience with developmental disabilities; Good driving record preferred.

Please submit your resume to Tiffany Murphy at [tmurphy@learning-tree.org](mailto:tmurphy@learning-tree.org) no later than 8/12/17