

JOB ANNOUNCEMENT

Instructional Support Specialist

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

- *serves as models of professional skills for ISM's at all times
- *provides technical assistance with software and technology in support of the mission of the instructional supports department
- *recommendation of acquisition of equipment as needed by the department and consultants
- *attendance at all Instructional Supports Review Committee (ISRC) meetings
- *assistance in coordination of reward assessments and construction of reward menus for behavior programs
- *assistance in development of appropriate Functional Behavioral Assessments, as recommended by consultants:
 - * Functional Assessment Interviews
 - * ABLLS assessments
 - * scatterplotting
 - * structured observational assessments
 - * structured descriptive assessments
 - * Analogue Functional Analysis
- *assists in staff training for behavior programs by:
 - * maintenance of records for all current programs to be trained
 - * maintenance of records of staff trained by ISM's on all behavior plans
 - * ensures quality of ISM training by:
 - * training new ISM's in competency training techniques
 - * observing ISM training activities and providing feedback to ISM and CIS
 - * independently observing staff implementation of behavior support plans and identify for CIS unmet training needs
- *assists in supervision and performance appraisal of ISM's as assigned by CIS
- *assists in maintenance of office records, including:
 - * 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 by CIS
- * assists CIS in 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
- *assists CIS to ensure 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
- *assists CIS to ensure Rights Protection Committee requirements are met in areas of program review and relevant facility oversight
- *assists CIS to ensure behavioral services staff provide training as needed on behavioral programming issues
- *assists CIS to provide 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 given preference; 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 no later than 8/11/17