CLASS TITLE: SOCIAL/EMOTIONAL SERVICES SPECIALIST

BASIC FUNCTION:
Provide services to students with social/emotional and/or behavioral needs. Includes observing, collecting and analyzing data for a Functional Behavioral Assessment (FBA), Positive Behavior Support Plans (PBSPs), and Comprehensive Behavior Intervention Plans (CBIPs). Also includes providing counseling, social work services, parent counseling and training, and psychological services.

REPRESENTATIVE DUTIES:
Conduct FBAs and/or develop PBSPs or CBIPs for specific students per California Code of Regulations, CCR Title 5, 3052; 

Provide consultation to staff, including Behavior Intervention Case Managers, who are in the process or conducting an FBA or developing or implementing a PSBP or CBIP; 

Provide counseling services to students with social/emotional and/or behavioral needs as per CCR Title 5, 3051.9; 

Provide social work services to students and families per CCR Title, 3051.13; 

Provide parent counseling and training for parents to assist parents in understanding their child’s special needs and child development per CCR Title 5, 3051.11; 

Provide consultation to staff in developing systems and collecting data on progress toward goals in the areas of social/emotional and/or behavioral issues; 

Assist staff in completing required paperwork to make a referral to the Intensive Social Emotional Services Program; 

Organize schedule to provide optimal and equitable access to participating districts; 

Perform clerical duties such as typing reports and Behavior Intervention Plans; 

Operate a variety of office equipment such as microcomputer, copier, and mobile phone; 

Prepare for, conduct and participate in in-service training programs on the philosophy and/or principles of Positive Behavior Support; and 

Perform other duties as assigned.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Characteristics of various special education disabilities, and possible social, emotional or behavioral manifestations of specific disabilities;
Philosophy and principles of Applied Behavior Analysis;
Cognitive Behavior Therapy;
California regulations for behavior interventions for Special Education students; (CCR Title 5, 3052);
Federal regulations for behavior interventions for Special Education students; [CFR 300.520 (b) and (c)];
Non-violent crisis intervention techniques, including verbal de-escalation and physical interventions;
IEP (Individualized Education Program) process and law;
Data collection and record-keeping techniques;
Correct English usage, grammar, spelling, punctuation and vocabulary;
Operation of standard office equipment; and
Oral and written communication skills.

ABILITY TO:
Provide consultation and direct services to school district staff and families;
Conduct FBAs, develop PBSPs and CBIPs. Review and revise as necessary;
Collect and analyze data in a variety of settings and ways;
Monitor and evaluate student progress;
Perform clerical duties related to assessment and reporting;
Transport materials and files between school sites;
Understand and relate to special education students;
Operate a car regularly and frequently between appointments;
Operate standard office equipment;
Communicate effectively both orally and in writing;
Establish and maintain cooperative and effective working relationships with school and agency staff and families;
Maintain routine records;
Read, interpret, apply and explain rules, regulations and procedures;
Maintain current knowledge of program rules, regulations, requirements, and restrictions;
Work independently with little direction; and
Plan and organize workload.

EDUCATION AND EXPERIENCE:
Must have a bachelor’s degree and one of the licenses/credentials/degrees below;
Experience in a school setting implementing Positive Behavior Supports preferred;
Must be a certified Behavior Intervention Case Manager in the Ventura County SELPA or Board Certified Behavior Analyst (BCBA)(preferred); and
Must be able to become certified by the Crisis Prevention Institute (CPI) in non-violent crisis interventions.
LICENSES AND OTHER REQUIREMENTS:
Must have one of the following:
1) Pupil Personnel Services Credential;
2) License as a Marriage, Family, Child Counselor or Marriage and Family Therapist issued by a licensing agency within the Department of Consumer Affairs;
3) License as an Educational Psychologist issued by a licensing agency within the Department of Consumer Affairs;
4) License as a Psychologist issued by a licensing agency within the Department of Consumer Affairs; or
5) License as a Clinical Social Worker issued by the licensing agency within the Department of Consumer Affairs.

Must also have a valid California Driver’s License.

WORKING CONDITIONS:
ENVIRONMENT:
Subject to classroom, playground, campus and community settings, which may include inside and outside environmental conditions;
Subject to working with families and students in the home;
Subject to driving between sites; and
Exposure to students and/or community members who may exhibit verbal or physically aggressive behavior.

TIME:
This position requires flexibility in working during regular school hours, and occasional work in the afternoons or evenings when meeting and working with families.

PHYSICAL ABILITIES:
Hearing and speaking to exchange information and make presentations;
Dexterity of hands and fingers to operated office equipment;
Carrying, pushing or lifting classroom equipment and supplies;
Bending at the waist;
Lifting objects weighing up to 40 pounds;
Reaching overhead, above the shoulders and horizontally to store equipment;
Seeing to observe students in classroom activities; and
Moving around a classroom or playground environment freely and independently enough to observe children naturally and unobtrusively.

Should an applicant require reasonable accommodation, the Ventura County Office of Education (VCOE) will consider that upon request.