DOUGLAS COUNTY SCHOOL SYSTEM
P. O. BOX 1077, Douglasville, GA 30133
Mr. Trent North, Superintendent
770-651-2378

VACANCY NOTICE
2023-2024 School Year

POSTING DATE: June 27, 2023
CLOSING DATE: July 6, 2023 or until filled
POSITION TITLE: HAVEN Academy Behavioral Lead Teacher

PRIMARY FUNCTION: To work collaboratively with the Special Education teachers and paraprofessionals in providing support to students with challenging behaviors. To improve instruction and to enhance student achievement. To provide consultation and assistance to staff to ensure proper implementation of student’s IEP and access to the curriculum by implementing and managing behavior system through observation, consultation, walk-throughs, and fidelity checks of data collection such as BIPs, FBAs, and BRSs; to consult and instruct staff on behavior strategies and interventions; to promote positive relationships with staff, parents, and community.

REQUIREMENTS: Bachelor’s Degree in Education. Master’s Preferred. Minimum three years teaching experience. Valid teaching certificate. Experience in the field of Emotional Behavior Disorders. BCBA certification preferred, but not required. Knowledge of and training in de-escalation, crisis intervention, and restraint techniques preferred.

PHYSICAL REQUIREMENTS: Routine physical activities required to fulfill job responsibilities.
Sedentary Work: Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing is required only occasionally, and all other sedentary criteria are met.

REPORTS TO: Coordinator
**Essential Duties:**

1) Demonstrates prompt and regular attendance.

2) Assists in monitoring the progress of students in terms of meeting academic, social, emotional, and behavior objectives through observations, debriefing, and regularly scheduled meetings.

3) Participates as a professional member of regularly scheduled treatment team meetings to review student progress, weaknesses, and needs based on data collection.

4) Reviews and provides feedback to CM’s on draft and final IEPs to maintain compliance.

5) Assists with reviewing folder format for IEP due process file folders monthly checks.

6) Provides behavioral support to teachers through visitation, observation, demonstration teaching, and modeling.

7) Assists with the collaborative process of completing functional behavioral assessments; Assists and/or provides feedback regarding the process of completing behavior intervention plans for students in HAVEN.

8) Trains and consults with teachers on completing legally defensible IEPs, BIPs, and FBAs.

9) Assists with reviewing restraint documentation for accuracy and providing feedback, direction, and guidance to system personnel with regard to needed corrections.

10) Assists teachers with the development of objective, measurable, and clear academic and behavioral goals.

11) Collaborates with the home school and HAVEN teacher to support the reintegration process.

12) Maintains the caseload for all students served solely on the consultative model and oversees that this service is provided as indicated in the IEP.

13) Collects data to monitor student progress and thoroughly documents information for all HAVEN students.

14) Serves as a resource and mentor for classroom teachers in HAVEN to assist them with delivering effective instructional and behavioral content to support student growth.

15) Models the use of explicit social skills instruction and uses non-confrontational mediation skills to support staff and students within a therapeutic learning community.

16) Review referrals made to HAVEN and provide feedback.

17) Assists HAVEN teachers in maintaining prompt and professional communication with parents regarding academic, social, and disciplinary strengths and weaknesses.

18) Facilitates BIP fidelity checks for referred students.

19) Serves as the testing coordinator for designated site location; Attends district-wide test coordinator meetings; Trains HAVEN staff.

20) Maintains confidential testing scores in a secured location.
21) Maintains current MindSet certification credentials.

22) Facilitates MindSet training sessions for HAVEN staff members for initial certification and re-certifications.

23) Implements physical restraint techniques adopted by the district in accordance with state and federal guidelines as needed.

24) Serves as a resource or mentor for teachers requiring assistance with classroom management, data collection, organization, and implementation of structured routines.

25) Assists in scheduling students for classes by working collaboratively with select staff members.

26) Monitor teacher contacts with parents when needed.

27) Assists in the coordination of classroom coverage.

**APPLICATION PROCEDURES:**

**External Applicants:** Apply online through TeachGeorgia ([www.teachgeorgia.org](http://www.teachgeorgia.org)). Submit a cover letter stating interest in this specific position, a standard resume and a list of three references with addresses and phone numbers, as soon as possible.

Email your application materials to [Human.Resources@dcssga.org](mailto:Human.Resources@dcssga.org) by July 6, 2023.

**Current Employees:** A letter of interest, resume and a list of three references with address and phone numbers, as soon as possible.

Email your application materials to [Human.Resources@dcssga.org](mailto:Human.Resources@dcssga.org) by July 6, 2023.

The Douglas County School system does not discriminate on the basis of race, gender, color, age, religion, national origin, or disability in its employment procedure.