



## **JOB DESCRIPTION**

**DEPARTMENT:** School/Faith Formation    **POSITION TITLE:** Behavioral Interventionist/ Special Needs Ministry Coordinator

**REPORTS TO:** School Principal & Faith Formation Director    **POSITION DETAIL:** Full-time

**POSITION SUMMARY:** This position coordinates the parish's efforts in being a welcoming parish for persons with special needs and facilitates their needs being met by the parish. This includes faith formation, school, and involvement in the life of the parish. This position supports the school by providing high quality educational knowledge and strategies to meet the needs of students with behavioral disabilities. This position is half-time parish ministry and half-time school support.

### **EXPECTATIONS OF EMPLOYEE:**

- Adheres to all St. Francis of Assisi's policies, procedures, and core values
- Acts as a role model within and outside the organization
- Performs duties as defined, assigned and as workload necessitates
- Maintains a positive, respectful and highly communicative attitude and approach
- Maintains a demeanor that creates positive team atmosphere
- Communicates openly and regularly with supervisor, team members, parents, and volunteers
- Consistently reports to work on time prepared to perform duties of position
- Manages time well and meets organization productivity standards

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Support School Staff, Faith Formation Staff, and Catechists in meeting the diverse needs of persons with disabilities
- Provides research-based strategies, techniques, and grade-level adaptations to staff to improve Universal Instruction to all students in the school.
- Employs various teaching techniques and methods to improve Positive Behavioral Interventions and Supports System (PBIS).
- Schedules team meetings and works cooperatively with child study team members and others in developing instructional/behavioral goals and strategies.
- Is a member of the Behavior Intervention Team and is able to respond to students in crisis situations.
- Attend Wednesday evening YFF sessions and as needed Sunday YFF, High School YFF or any other event services or consultation may be needed.
- Organize volunteers to procure, create, and maintain supplemental materials to support the programs that Special Needs Ministry serves and encourage liturgical participation of those with Special Needs.

- Develop, implement and review lesson plans for participants with special needs in faith formation programs, including meeting with parents, setting goals, and monitoring progress as needed.
- Organize and maintain confidential files, maintain a budget, and accurately document fundraising
- Provide strong collaboration, consultation and communication with parents, catechists, staff, and volunteers
- Create, implement, and help facilitate parish and school outreach to support persons with special needs
- Consistently participate in professional enrichment, including any Virtus continuing education
- Assist in planning & implementing professional development

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- Look for additional ways the parish can support persons with special needs and their families
- Other duties as assigned

**QUALIFICATIONS:**

- BA/BS degree in the special education or related field required
- At least one year of experience in special education or related field preferred
- Successful experience serving students with challenging behavior
- CPI certification or willingness to obtain CPI certification
- First Aid and CPR Certification Recommended
- Upon employment must complete Virtus training
- Must be a practicing Catholic in good standing

**WORKING CONDITIONS:**

- Normal office environment with little exposure to excessive noise, dust and temperature
- Ability to lift 25-50 pounds in a typical business or office environment
- Ability to be mobile and agile for extended periods of time

**LANGUAGE SKILLS:**

- Excellent written, and verbal communications skills required
- Ability to read, analyze, and interpret information
- Highly proficient in spoken and written English

**Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the Parish.**