

The Academic and Behavior Specialist (ABS) is a specialized assignment that requires leadership and the ability to effectively coordinate and collaborate in the ongoing student academic and behavior supports for individual and groups of students at a school site. The ABS will work closely with the school Principal and Assistant Principal to ensure supports are carried out efficiently and effectively. The ABS serves as a key academic and behavior resource for the school leadership team and for teachers. The ABS will collaborate with site leadership, interventionists, classroom teachers and parents in implementing academic and behavioral Tier II and III interventions for at-risk students.

**Chain of Command**

The Academic and Behavior Specialist reports to the School Principal.

**Competencies of the Academic and Behavior Specialist**

- **Accountability:** Holds self and others accountable for teaching the curriculum, and measurable high-quality, timely, and cost effective results. Determines objectives, and sets priorities. Accepts responsibility for mistakes.
- **Communication:** Effectively communicate to audiences in diverse situations through strong written and verbal communication skills.
- **Collaboration:** Works productively and positively with others within and across grade level teams and departments at schools.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.

**Essential Duties of the Academic and Behavior Specialist**

- Collaborate with site leadership, interventionists, and classroom teachers in implementing academic and behavioral interventions for at-risk students.
- Identify and meet with high-risk students and determine intervention plans based on their needs. Plans will include continuous monitoring and high-leverage strategies (i.e. intensive academic intervention, goal setting, grades review, check in/check out, self-management strategies).
- Provide support for teachers in implementing differentiation, instructional strategies, and routines to create positive classroom environments that increase student success.
- Review student self-reports and discipline referrals. Handle low-level discipline incidents and transfer other incidents to administrators or school counselor/social worker.

- Develop systems for tracking academic progress and behavior data, collect and compile data, analyze details and trends, and regularly report information to site leadership, teachers, and parents.
- Monitor implementation of interventions and make adjustments based upon data.
- Support implementation of system of assessments (diagnostic, interim, state assessments).
- Support the KSIT, 504, and IEP process as assigned.
- Participate in school-based meetings and district trainings.

**Minimum Qualifications**

Bachelor’s degree in Education or equivalent combination of education and experience to successfully perform the essential duties of the job listed above

Valid Arizona Teaching Certification and three years of teaching experience

Knowledge and experience in the development and evaluation of academic and behavioral interventions

**Preferred Qualifications**

Master’s Degree in Education

Experience in instructional coaching or special education

**Date Revised**

9.17.19