

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE: July 16, 2008
 LAST REVISION DATE
 BAND & GRADE B 2 1 4

POSITION TITLE Behavior Intervention Monitor

IMMEDIATE SUPERVISOR Middle School Principal

Job Summary (Basic Purpose of Position)

To provide supervision for students who have been referred by Bemidji Middle School administrators and provide an environment where students can evaluate the reason for their referral and complete assigned course work.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.0 Manage student behavior and supervise students who have been placed on in-school suspension for all or part of a day. 1.01 Observe, enforce and reinforce proper student behavior. 1.02 Explain policies and expectations regarding behavior to students as needed and/or directed. 1.03 Distribute school work as assigned by appropriate teaching staff. 1.04 Keep students on task. 1.05 Maintain accurate data on student referrals: hourly and daily attendance; daily assignment records from teachers; interventions by social workers, mental	B A B A			Knowledge of: <ul style="list-style-type: none"> • Bemidji Middle School student handbook • District policies. • Policies and procedures of Bemidji Middle School • Computer and data base systems. Skills: <ul style="list-style-type: none"> • Conflict resolution • Effective communication with students, staff, and parents. 	1.01 Actively monitors and intervenes appropriately based on student's behavior. 1.02 Policies and expectations clearly communicated to students. 1.03 School assignments distributed. 1.04 Students are on task and working. 1.05 Records are accurate and submitted as directed. 1.06 Assignments obtained from teaching staff and provided to students. 1.07 Completes assigned tasks.

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<p>health therapists, home school liaison, counselors, police liaison, and administrators.</p> <p>1.06 Gather and distribute assignments provided by teaching staff.</p> <p>1.07 Assist with implementation of the school wide behavior management plan: contact parents; work with student to obtain required signatures on Student Management Plans; schedule and arrange academic/behavior contract meetings.</p> <p>1.08 Assist in the development of positive social skills by modeling this behavior and through discussion with students.</p> <p>1.09 Provide educational assistance to individual or small groups of students in areas assigned by teaching staff.</p> <p>1.10 Maintain confidentiality.</p> <p>1.11 Perform other related duties as assigned by supervisor.</p>	<p>A</p> <p>B</p> <p>B</p> <p>B</p>			<ul style="list-style-type: none"> Maintain accurate records. <p>Abilities:</p> <ul style="list-style-type: none"> Implement appropriate behavior interventions. Maintain a positive work attitude. 	<p>1.08 Models positive social skills at all times.</p> <p>1.09 Assists students in completion of assignments.</p> <p>1.10 Respects the status of confidential information and does not disclose this information to others.</p> <p>1.11 Completes assigned tasks.</p>
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