

**BEMIDJI AREA SCHOOLS**  
**POSITION JOB DESCRIPTION**

ORIGNATION DATE 7/16/2008  
 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?
<b>NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS</b>					
1.00 Manage student behavior and supervise students who have been placed on in-school suspension for all or part of a day.				Knowledge of: 1. Bemidji Middle School student handbook 2. District policies 3. Policies and procedures of Bemidji Middle School 4. Computer and data base systems  Skills: 1. Conflict resolution 2. Effective communication with students, staff and parents 3. Maintain accurate records	
1.01 Observe, enforce and reinforce proper student behavior.	B				1.01 Actively monitors and intervenes appropriately based on student's behavior.
1.02 Explain policies and expectations regarding behavior to students as needed and/or directed.					1.02 Policies and expectations clearly communicated to students.
1.03 Distribute school work as assigned by appropriate teaching staff.	A				1.03 School assignments distributed.
1.04 Keep students on task.	B				1.04 Students are on task and working.
1.05 Maintain accurate data on student referrals: hourly and daily attendance; daily assignment records from teachers; interventions by social workers, mental health therapists, home school liaison, counselors, police liaison and administrators.	A				1.05 Records are accurate and submitted as directed.
1.06 Gather and distribute assignments provided by teaching staff.	A				1.06 Assignments obtained from teaching staff and provided to students.
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.	B			1.07 Completed assigned tasks.	

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

1.08 Assist in the development of positive social skills by modeling this behavior and through discussion with students.	B			Abilities:  1. Implement appropriate behavior interventions 2. Maintain a positive work attitude	1.08 Models positive social skills at all times.
1.09 Provide educational assistance to individual or small groups of students in areas assigned by teaching staff.	B				1.09 Assists students in completion of assignments.
1.10 Maintain confidentiality.					1.10 Respects the status of confidential information and does not disclose this information to others.
1.11 Perform other related duties as assigned by supervisor.					1.11 Completes assigned tasks.