

Prodeo Academy

Job Title: Behavior Specialist



POSITION DESCRIPTION

Prodeo Academy, a PK-4th grade public charter school serving the Twin Cities, is a meaningful education solution that is closing the opportunity gap through data driven instruction in a culture based on a foundation of five core values: Perseverance, Respect, Integrity, Development and Enthusiasm. Shared expectations around these values enhance the opportunity for our scholars to reach their full potential. We are looking for team members committed to helping our students access greater opportunities, achieve future success, and contribute to the vitality of our community.

Reports To: Principal

VISION FOR POSITION

Behavior Specialists close the opportunity gap for our students by ensuring that our students have the necessary skills and resources to be successful in the classroom. A Prodeo Academy Behavior Specialist is intensely focused on each student's growth within the classroom, though sometimes the Behavior Specialist's support occurs outside of the classroom. In order to do this, the Behavior Specialist provides a loving, structured space rooted in trauma-informed, restorative practices and high expectations for behavior and learning. The Behavior Specialist will report to the Principal, and will work in partnership with all members of the school team and Grade Team Leader. This opportunity is ideal for someone who is energized by challenging work, hungry for feedback, and is able to work collaboratively across lines of difference with a sensitivity to diversity and inclusiveness.

POSITION FUNCTIONS

Instruction

- Teaches students appropriate responses to emotionally charged situations
- Ensures that students receive academic work when in their care
- Adopts the most effective instructional practices to de-escalate students
- Works hard to be an expert in the Socio-Emotional Learning curriculum

Behavior Management

- Radiates warmth; is a positive, calming presence for the school community
- Speaks with leadership and confidence
- Creates a safe, predictable environment for students; has high expectations for students
- Values school-wide consistency and implementation of the most effective practices, follows school's Common Picture routines, procedures and expectations

Data Analysis

- Sets and achieves ambitious goals with students; measures success by minutes students are learning in class
- Manages and shares data daily with Principal and Grade Team Leaders
- Develops Data Driven plans every 6 weeks for small groups and individuals
 - Identifies strengths and growth areas in classroom/ grade level/ schoolwide data and develop solutions with the Principal and teachers to address growth areas and celebrate strengths

PERSEVERANCE RESPECT INTEGRITY DEVELOPMENT ENTHUSIASM

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Professional Development

- When applicable, attends professional development offered by the school
- Attends 2-week training in August
- Attends coaching meetings, is receptive to frequent observations, and implements feedback
- Is organized and well-prepared for all sessions
- Follows through on next steps from professional development
- Works hard to achieve professional goals

Relationships

- Approaches team work with humility and offers help even when it hasn't been asked for
- Builds meaningful relationships with the school community: teachers, students and families

Communication

- Recognizes when a student's situation is urgent and prioritizes accordingly
- Balances high expectations for students with empathy for the complexity of each situation
- Speaks directly
- Checks and responds to email and phone messages within 24 business hours
- Speaks kindly of others at all times
- Stays solutions-orientated when faced with complex challenges

SKILLS & REQUIREMENTS, DESIRED QUALIFICATIONS

General Requirements

- Education required: BA/BS degree
- Other Desired:
 - Knowledge and application of assessment tools and data management
 - Experience related to students who have experienced trauma
 - Knowledge and application of trauma-informed practices
 - Knowledge and application of restorative justice approach

Knowledge & Skills

- Outstanding attention to detail and willingness to get the job done
- Excellent organizational, planning, and implementation skills
- Ability to communicate and interact effectively with multiple stakeholders including parents, teachers, leaders and students
- Able to multi-task and work in a fast-paced entrepreneurial environment
- Knowledge of MS Office (Word, Excel, Powerpoint)
- 4-year college degree preferred, but not required

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