

## ADMINISTRATIVE PROCEDURE NO. 426

### The Role of the Division Behaviour Specialist

**Preamble:** The following roles and responsibilities were developed in conjunction with other school divisions who employ behavioural specialists and various mental health needs as identified by our schools. The main role of the Division Behavioural Specialist will be to assist schools in working directly with complex students.

**Guiding Statement:** In order for the Model for Student Support (MS2) team to work effectively, it must communicate in a highly effective manner. For this reason, any and all communication must be delivered and received as a team. If an emergency arises, all members of the team will be notified and a coordinated effort will be organized. The ebb and flow of open and honest communication will be the cornerstone of the team.

Commencing September 2020, the following roles and responsibilities will be what RDCRS requires from the Division Behavioural Specialist position:

1. The position will be full-time plus benefits
2. The position will be a salary-based position rather than an FTE one, and it will include:
  - a. Deliverables that will be required to be completed on a regular/daily basis. These deliverables will be set and evaluated by the Division Principal of Inclusive Learning.
    - i. The deliverables and their evaluation will be part of the position evaluation process.
    - ii. It will be recommended that the Division Principal and Division Behavioural Specialist meet twice a year (December and June) for a formal written review of deliverables.
  - b. The start of each day will begin at Montfort Centre or a location as agreed upon by the Division Principal and Division Behavioural Specialist if out-of-town travel is required for that day. Requests of this nature will be made ahead of time by the Division Behavioural Specialist to the Division Principal of Inclusive Learning.
3. The Division Behavioural Specialist will be supervised directly by the Division Principal of Inclusion.
4. The Division Behavioural Specialist will work in close coordination and cooperation with all members of the Model for Student Support (MS2)
5. The Division Behavioural Specialist will be working directly with students and families within the school division. This may include some or all of the following:
  - i. Working in classrooms with teachers and observing students who are experiencing issues
  - ii. Conferring with teachers and school administration in regard to student needs
  - iii. Attending case-conferences

- iv. One-on-one sessions with students and/or families.
- 6. In the 5 rural communities (Blackfalds, Olds, Sylvan Lake, Innisfail and Rocky Mountain House) of RDCRS, the Division Behavioural Specialist will establish connections with community services in an effort to coordinate regional support.
  - a. This will include regular (bi-monthly) meetings with management of service providers in these communities to access resources and to assist families in these communities.
- 7. The Division Behavioural Specialist will assist with the grant writing process for the school division.
- 8. The Division Behavioural Specialist will assist in the delivery of professional development in following areas, but not limited to:
  - a. Mental Health Capacity Building, 40 Developmental Assets, etc
  - b. Handle with Care, SIVA, CSTAG and VTRA
- 9. Other duties as assigned by the Superintendent or designate.