

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.

1. The position will be full-time plus benefits.
2. The start of each day will begin at Montfort Centre or a location indicated on the Google calendar. The Division Behaviour Specialist will keep their Google calendar updated with all scheduled school visits and share it with the Associate Superintendent of Inclusive Learning.
3. The Division Behavioural Specialist will be supervised directly by the Director of Inclusion.
4. The Division Behavioural Specialist will work in close coordination and cooperation with all members of the Model for Student Support (MS2). This will include attendance at a weekly case conference to discuss student concerns.
5. The Division Behavioural Specialist will be working directly with students and families within the school division. This will 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.
 - v. Collaboration with other services providers (e.g., SLP, OT)
 - vi. Written reports to share recommendations with school staff and families.
 - vii. Will attend Child Psychiatry and pediatrician appointments as needed.
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 as needed.
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 to school staff (e.g., administrators, teachers, educational assistants, counsellors) as requested.
9. Other duties as assigned by the Superintendent or designate.

June 2020
Revised: December 2023