

NEW

JOB TITLE

SAFE CRISIS MANAGEMENT
ASSISTANT

DIVISION

ACADEMIC SUPPORT PROGRAMS

REPORTS TO

COORDINATOR II (STUDENT
RESPONSE TEAM CENTER)

SALARY SCHEDULE & GRADE

IA, GRADE 6

LENGTH OF WORK YEAR

187 DAYS

DATE

MAY 27, 2014

SCOPE OF RESPONSIBILITIES

Supervise the planning, implementation, and administration of Safe Crisis Management to meet the requirements of KAR 7:160, The use of restraint and seclusion in school settings, and other regulations set forth by the Kentucky Department of Education.

PERFORMANCE RESPONSIBILITIES

1. Assists with the coordination and supervision of the Safe Crisis Management training program.
2. Assists with the on-going training of Safe Crisis Management.
3. Provides continuing training in the area of behavior management, positive behavioral supports, de-escalation strategies, and physical assists to school personnel identified by school administration in Safe Crisis Management techniques.
4. Assists with ensuring school and district compliance with the requirements of KAR 7:160.
5. Assists with the supervision of all school based Safe Crisis Management training, ensuring the correct implementation of Safe Crisis Management.
6. Maintains records with regard to school personnel trained in Safe Crisis Management.
7. Assists with tracking data and preparing reports, records, and documentation as required.
8. Performs other duties as assigned by Coordinator II (Student Response Team Center).

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Passing Score on the Kentucky Para-educator Assessment or 48 college hours
3. Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds
5. Program specific certifications/training

DESIRABLE QUALIFICATIONS

1. Experience or background in behavior
2. Experience in teaching multi-age group

NEW

JOB TITLE

SAFE CRISIS MANAGEMENT
TRAINER

DIVISION

ACADEMIC SUPPORT PROGRAMS

REPORTS TO

COORDINATOR II (STUDENT
RESPONSE TEAM CENTER)

SALARY SCHEDULE & GRADE

IA, GRADE 7

LENGTH OF WORK YEAR

187 DAYS

DATE

MAY 27, 2014

SCOPE OF RESPONSIBILITIES

Supervise the planning, implementation, and administration of Safe Crisis Management to meet the requirements of KAR 7:160, the use of restraint and seclusion in school settings, and other regulations set forth by the Kentucky Department of Education.

PERFORMANCE RESPONSIBILITIES

1. Responsible for leadership, coordination and supervision of the Safe Crisis Management training program.
2. Facilitates the on-going training of Safe Crisis Management.
3. Responsible for the coordination and supervision of training in the area of behavior management, positive behavioral supports, de-escalation strategies, and physical assists to school personnel identified by school administration in Safe Crisis Management techniques.
4. Ensures school and district compliance with the requirements of KAR 7:160.
5. Responsible for all district Safe Crisis Management training.
6. Provides direction to Safe Crisis Management Assistants, makes site visits to ensure correct implementation of Safe Crisis Management.
7. Evaluates and makes recommendations to assist District decision-making regarding the use of restraint and seclusion.
8. Maintains accurate records on the program and provides data to appropriate personnel.
9. Responsible for tracking data and preparing reports, records, and documentation as required.
10. Performs other duties as assigned by Coordinator II (Student Response Team Center).

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Experience in working with parents, community organizations, students and local school personnel
3. Successful experience in group facilitation skills, consultation techniques and problem solving strategies
4. Experience in working with adults, children and parents with special needs, multi-cultural and multi-ethnic backgrounds
5. Program specific certifications/training

DESIRABLE QUALIFICATIONS

1. Training and background experience in social work and/or human relations
1. Experience or background in behavior
2. Experience in teaching multi-age group