

OGLE COUNTY EDUCATIONAL COOPERATIVE

JOB DESCRIPTION

Job Description: Special Needs/Behavior Consultant

Position Goal: To provide for coordination of support and services between the Ogle County Educational Cooperative and the member districts in the development and implementation of programming for special needs students with significant disabilities. Including a concentration on students with Autism Spectrum Disorder and behavioral needs.

Qualifications:

- Hold a registered, valid Illinois LBS I / ISBE Approved Professional Educator License.
- BCBA or LBS II - Behavior Intervention Specialist preferred.
- Extensive experience working with students with autism, intellectual disabilities, social emotional disabilities, and other related disabilities that require a highly structured classroom environment with an emphasis on behavior management, language enrichment and intensive sensory support.
- Demonstrated skill in providing effective consultation and professional development to classroom personnel.

Reports to: Director/Assistant Director and/or Director's Designee

Term and Salary: Contract for 180 days unless otherwise specified. Salary determined by the board.

Daily travel is required for this position.

Roles and Responsibilities:

- Serves as a resource to district and OCEC staff regarding adaptations and modifications to materials, curriculum, and equipment for students with low-incidence disabilities: autism spectrum disorders, physical and/or health impairments, and intellectual disabilities.
- Provide ongoing consultation, support and training to classroom staff and related service staff in OCEC and member district programs. This consultation will include, but is not limited to:
 - Structuring the environment
 - Planning the daily schedule and activities
 - Developing or adapting materials
 - Implementing academic and functional skills
 - Provide effective teaching and classroom management strategies

- Planning for inclusion experiences as appropriate
 - Assist with implementation of structured tasks/programming for play, leisure, social skill
 - Development and language development
 - Developing social skills groups, sensory groups and fine motor groups as needed
 - Assisting with communication skill development
 - Assisting with fine motor and sensory needs
 - Picture exchange strategies, ABA, VBI and structured teaching methodologies
 - Data collection analysis
- Assists or leads teams in the development of Functional Behavior Assessments, Behavior Intervention Plans and related data analysis.
 - Provides school based teams with specific strategies for applying evidence based practices to student programming and services.
 - Serves as a contributing member of the OCEC Autism team, including developing and providing professional development to all stakeholders in the area of low incidence disabilities and behavior management.
 - Assists the efforts of general education staff, related service providers, and special education staff in the development and implementation of students' individualized education plans. Attends IEP meetings as necessary.
 - Assists, as requested, the efforts of the building-based student assistance teams in developing and delivering programs for special needs students.
 - Provides consultative and technical assistance services to district and OCEC staff on special education topics and individual student needs within the areas of responsibility (autism spectrum disorders, physical and/or health impairments, intellectual disabilities).
 - Serves as a consultant to OCEC and District special education programs, assisting with curriculum, methodology, and behavior management techniques to be used in the class. Meets on a regular basis with classroom staff so as to monitor program and student progress.
 - Consults with district and OCEC staff on the use of assistive technology and assists staff in securing and utilizing the appropriate software and hardware, as well as equipment adaptations.
 - Coordinates with community agencies to provide assistance and inservice for special needs students.

- Interprets information from professionals for other service providers and/or behavioral assessment tools to determine student needs and their functional implications for the classroom.
- Assists students and staff when transitioning students from one program to another.
- Maintains frequent communication with program supervisors.
- Prepares reports and data in a satisfactory manner as requested.
- Shall abide by OCEC policies and procedures, directives from supervising administrator(s) in performance of responsibilities.
- Performs other responsibilities as assigned by the Director and/or Designee.

Updated: 3/1/2025