



Monarch School Project Lead Behavior Intervention Specialist

Monarch School Overview

Monarch School Project nurtures resilience in unhoused youth and their families. We empower students to influence their own growth in the areas of academic success and social-emotional learning and we reinforce the existing strength of families so that students can thrive in school and in life. Monarch School is a K-12 public school providing up to 300 students daily with a WASC-accredited education, mental health support, social engagement opportunities, college and career preparation as well as basic necessities. Monarch School is a public-private partnership between the San Diego County Office of Education and the nonprofit Monarch School Project (MSP), a 501(3) corporation. For more information, please visit www.monarchschoools.org.

Position Summary

The Lead Behavior Intervention Specialist (BIS) is responsible for assisting the Behavior Intervention Specialist Manager in oversight of the Behavior Intervention Specialist Team daily objectives. Additionally, monitors quality, effectiveness, and adherence to department and organizational procedures and policies. The Lead BIS will become a certified Restorative Practice Trainer and train staff, students, and caregivers while working with other onsite RP trainers to build a staff and student team of facilitators. The Lead BIS provides positive behavioral support to K-12 students as well as engaging students in a planning process to build on existing strengths, teach effective coping skills and productive behaviors. This role both advocates for and challenges the students to be productive and restorative while using a strength-based, trauma informed approach. The Lead BIS also partners with family, school, and community to teach the students to be respectful, responsible, safe and ready to learn. The Lead BIS calls for a flexible, collaborative, and eager-to-learn professional.

Reporting Relationship

The Lead BIS reports directly to the Behavior Intervention Specialist Manager, and the Director of Student Support. The Lead BIS will work closely with Monarch staff, the PBIS team and MTSS. The Lead BIS will collaborate with the K-12 learning community to help advance students' personal and academic growth.

Supervisory Responsibilities

The incumbent in this position will not have any supervisory responsibilities.

Position Responsibilities and General Responsibilities

The incumbent in this position will perform the following duties and responsibilities along with other duties that may be assigned:

Restorative Practices

- Become a certified Restorative Practice (RP) trainer and offer biannual training to staff, caregivers and students. Work with other onsite RP trainers to build a staff team and student team of facilitators.
- Implement updated restorative procedures developed by the Director of Student Support and BIS manager.
- Ensure Monarch School's restorative procedures protocol is enacted and coordinate logistics for restorative procedures.
- Use Restorative Practices framework as a guide, ensure all learning spaces are building community, holding regular circles to build community and address harm regularly.
- Ensure all instances of harm are handled with a restorative response by facilitating or supporting both informal conversations as well as formal restorative conversations, meetings, or conferences.
- Use Restorative Practice strategies to mediate and resolve conflict within our community, with all members of the community (between students and staff, families, parents).
- Build the Monarch Restoration Team with SDCOE and MSP staff who are trained in Restorative Practices and facilitate conversations.

Behavior Intervention

- Determine functional behavior capabilities of students in the classroom and collaborate with students to develop individual behavioral interventions and support plans.
- Provide positive behavioral support to students.
- Engage students in a planning process to teach replacement behaviors and foster positive interpersonal skills.
- Observe and assist in redirecting student behavior according to approved procedures when needed.
- Collaborate with all stakeholders to actively monitor student progress; measure goals/objectives by evaluating, assessing, and modifying behavioral support plans and interventions with students as needed.
- Know available resources at Monarch and refer students to appropriate Manager's and/or Director's for additional support.
- Provide active supervision for students outside of the classroom at assigned times.
- Offer lessons in classrooms to teach students the tools to effectively problem solve, build coping skills, make positive choices, and connect their emotions to their responses.
- Offer additional support to identified students in the "Check and Connect" process to create a plan which monitors and supports conduct that increases attendance, behavior and classroom performance.
- Work collaboratively with classroom and special education teachers and MSP treatment and support teams to develop interventions and create opportunities for success for each student.
- Participate in Individual Education Plan (IEP), SSTs, and student behavior meetings.
- Assist the BIS manager in orientation and training of new employees.
- Serve as the primary point of contact in the BIS manager's absence.

General Responsibilities

- Serve as a role model to students by setting the highest standards of professional and personal conduct, honesty, integrity and ethical behavior and ensuring that "Students Come First" at all times
- Protect students' rights, safety, health, privacy, welfare and best interests at all times
- Know available resources at Monarch and refer students to appropriate staff for additional support

- Participate in professional development
- Maintaining student records and files, with consistent and accurate reporting
- Operate equipment such as copy machines, computers and audiovisual equipment
- Performs other duties and projects as assigned

Education and Experience

- A bachelor's degree from a four (4) year college/university in early childhood development, psychology, counseling, social justice or education is required or an associate's degree with two (2) or more years of experience working with students is required.
- Professional experience working with youth development, educational, or other social service organizations
- Experience in working with culturally diverse and low-income populations, with an awareness and sensitivity to diverse socio-economic challenges impacting low-income communities.
- Experience working with students on a school campus is desirable.

Preferred Skills

- Ability to build and maintain positive rapport with K-12 students.
- Strong organizational and project management skills, including the ability to juggle multiple workflows and easy adapt to shifting priorities in a fast-paced environment
- Ability to bring a collaborative spirit to internal and external partnerships
- Ability to adapt communications styles based on the priorities and needs of a given audience
- Ability to apply restorative justice protocols, strengths-based practices and trauma-informed care
- Data management and analytical skills
- Ability to thrive in an authentic, feedback-driven environment
- A willingness to commit Monarch's mission of creating safe spaces for students, building authentic relationships

Certificates and Licenses

A valid California driver's license is required.

COVID-19

Monarch School Project employees must be fully vaccinated against COVID-19 and provide proof thereof, or receive an HR-approved medical or religious exemption. You are required to comply with the vaccination documentation requirements as soon as practicable and as a condition of employment. If you wish to be considered for a medical or religious exemption, you are expected to request an exemption in writing by emailing HR@monarchschoools.org as soon as possible.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Equal Opportunity Employment:

Monarch School Project is committed to non-discriminatory hiring practices that are focused on equity and inclusion and that balance experience and education as qualifications. MSP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, genetics, national origin, protected veteran status, disability status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Job Status and Compensation

This is a full-time, permanent, and hourly position with pay starting at \$27.00 to \$28.00 per hour.

Competitive benefits package includes: Paid Time Off (PTO) starting at three weeks per year, eight paid holidays, five weeks of paid school breaks per year, Medical, Dental, Vision, and Life insurances funded by Monarch, FSA with employer contribution, 401(k) with 100% match of up to 6% of salary, Employee Assistance Program (EAP), parking and transportation reimbursement, and a \$2400 per year Education Supplement Benefit that can be used for tuition reimbursement, student loan reimbursement or 529 College Savings Plans.

Application Process

Interested candidates should email a resume, cover letter, and one letter of recommendation to HR@monarchschoools.org with “**Lead Behavior Intervention Specialist**” in the subject line. This position will remain open until filled.