

# George County School District

## Positive Behavior Specialist / Psychometrist

APPROVED

JUN 02 2026

G C SCHOOL BOARD



### Job Purpose

- To provide competent and effective assessment services for students in need of support and serve as a resource to staff, administrators, and parents for special education, gifted and talented, and 504 plans.
- To provide leadership, training, and collaborative support in implementing effective behavioral practices and interventions that improve student outcomes and promote positive behavior within the school environment.

### Knowledge, Skills, and Abilities

- Ability to read, analyze, and interpret professional journals, technical procedures, and governmental regulations.
- Ability to write reports, business correspondence, and procedural manuals.
- Ability to effectively present information and respond to questions from administrators, staff, and the public.
- Ability to apply mathematical concepts including probability, statistical inference, and basic geometry concepts.
- Ability to apply fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and interpret instructions in written, oral, diagram, or schedule form.
- Ability to apply current research and theory to behavioral and discipline programs.
- Ability to establish and maintain effective relationships with students, staff, parents, and community partners.
- Strong oral and written communication skills.
- Knowledge of district requirements, Board policies, and applicable laws including IDEA.
- Knowledge of Applied Behavior Analysis (ABA), PBIS frameworks, restorative practices, and behavioral science principles.
- Knowledge of Functional Behavioral Assessments (FBA), behavior intervention strategies, and data collection/analysis procedures.
- Ability to design, implement, and monitor behavior intervention plans.
- Ability to collect, analyze, and interpret behavioral and assessment data.
- Ability to provide training, consultation, and professional development to staff.
- Knowledge of crisis prevention and de-escalation techniques.
- Ability to maintain accurate records, documentation, and reports.
- Proficiency with computer applications and data systems.
- Ability to maintain confidentiality and demonstrate professionalism, flexibility, and adaptability.

### Minimum Qualifications

- Valid Mississippi (AA) or (AAA) Licensure in School Psychometry (Endorsement 213).
- Master's degree preferred in Special Education, Education, School Psychology, Applied Behavior Analysis, Counseling, Social Work, or a related field.
- Valid Mississippi Educator License (Class AA or higher preferred) with appropriate endorsements.
- BCBA or RBT certification preferred.
- Certification in crisis prevention or de-escalation programs preferred.
- Minimum of three (3) years of experience working with students with behavioral challenges in a K-12 setting preferred.
- Experience with PBIS, MTSS, and behavior intervention systems preferred.

**Duties and Responsibilities**

- Demonstrates prompt and regular attendance.
- Reviews referral packets and determines appropriate individualized assessments in compliance with regulations.
- Serves as chairman of the special education assessment team.
- Administers individualized assessments and compiles reports and required documentation.
- Coordinates and schedules testing to ensure compliance with timelines for referrals and reevaluations.
- Prepares and submits requisitions for testing materials.
- Identifies appropriate testing protocols and administers assessments for identified students.
- Coordinates all components of the Case Study Evaluation process and ensures procedural safeguards are met.
- Assists administrators with referrals to outside agencies when appropriate.
- Identifies appropriate resources and interventions for targeted students.
- Acts as Local Educational Agency (LEA) representative at IEP meetings as requested.
- Maintains documentation related to student assessments, services, and program requirements.
- Monitors behavioral plans and implementation for identified students.
- Conducts Functional Behavioral Assessments (FBA) and develops Behavior Intervention Plans (BIP).
- Collects and analyzes behavioral data to evaluate student progress and intervention effectiveness.
- Provides direct support to students to implement behavioral interventions and improve outcomes.
- Provides consultation and training to staff, administrators, and parents regarding behavior strategies and special education supports.
- Supports implementation of PBIS and MTSS frameworks across the district.
- Assists in revising and reevaluating special education programs and services.
- Arranges and monitors out-of-district placements and specialized evaluations for low-incidence students.
- Establishes liaison relationships with agencies to support students and families.
- Monitors compliance with state and federal regulations, including IDEA requirements.
- Maintains special education records, reports, and statistics.
- Provides professional development and coaching on behavior management, classroom strategies, and social-emotional supports.
- Assists staff during behavioral crises using de-escalation techniques and provides follow-up support.
- Participates in meetings, training sessions, and professional development activities.
- Maintains confidentiality of student information and records.
- Performs other job-related duties as assigned, including limited travel as required.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

**Reports To:** Director of Special Education or Designee     **Supervises:** N/A

**Terms of Employment and FLSA Status:** 200 Days / Contract / Exempt

**DISCLAIMER:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee's Printed Name
	Employee's Signature & Date
	Supervisor's Signature & Date