



JOB OPPORTUNITY

Job Title:	Special Education Suspension Expulsion Interventionist (SEI)	Job Category:	Classified
Department/Group:	Special Education	Position Status:	Full-time
Location:	Gavit MS/HS	Salary Schedule:	Per Contract Agreement
Reports to:	Heather Paskis	Contracted days:	185 days
Additional Training Required:	Yes	Travel required:	Within District
Effective:	Upon Board Approval		
Application Deadline:	Wednesday, January 16, 2019		

Applications Accepted By:

APPLICANTS MUST COMPLETE AN APPLICATION ONLINE AT:

www.hammond.k12.in.us

Job Description

GENERAL ROLE AND RESPONSIBILITIES:

The primary function of the Suspension Expulsion Interventionist (SEI) is to assist students, parents, and school personnel (primarily Deans and Counselors) to decrease disciplinary issues that result in out of class removals.

GENERAL SKILLS AND QUALIFICATIONS:

Possess competent general office skills including: word processing, spreadsheets, databases, and recordkeeping.

SPECIFIC RESPONSIBILITIES IN THIS POSITION:

- Meet with each student who is referred to the office with the exception of drug, weapon, and serious bodily injury violations (these violations will go directly to the Dean of Students).
- Determine the appropriate course of action regarding issues that removed the student from the classroom (i.e. lack of supplies, no ID, no uniform, etc.).
- Responsible for writing an effective behavior plan after the student has been referred for the same offense three (3) times.
- Refer any student who has a behavior plan to the counselor or appropriate staff for counseling sessions which will occur either before school or after school, individually or in small groups.
- Meet with parents, Deans or Counselors to determine the severity of the behavior and discuss ways to contain or diminish those behaviors.
- Participate in the Crisis Intervention Team under the supervision of the MSW, Principal or Psychologist.
- Meet with the Counselor on any student who has a Behavioral Plan and who will be assigned counseling sessions.
- Will be responsible for the data collection with input from the Counselor.
- Keep a log on each student’s parental involvement regarding meetings, phone calls, e-mails and any other forms of contact.
- Each student will be staffed with the appropriate administration with the Director of Special Education or her designee on a monthly basis to determine appropriate course of action and make necessary changes



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to behavior plans.

- Meet with the Counselor, Dean and Case Manager on students whose behavior has increased in frequency, duration and intensity to a degree that general education does not appear to be appropriate and needs to be referred for special education or RTI.
- Participate in case conferences as a team member and help determine appropriate placement and IEP development.
- Other duties as assigned by the Director of Special Education.

SPECIFIC SKILLS AND KNOWLEDGE FOR THIS POSITION:

- *Microsoft Word, Excel, PowerPoint, Outlook, etc.*
- *STI System*
- *Knowledge of Special Education and procedures*
- *Knowledge of IDEA*
- *Knowledge of Article 7*

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

Bachelors in Social Work or equivalent
 Prior school environment or education experience
 Special Education experience preferred

PERSONAL ATTRIBUTES DESIRED:

- Dependability
- Confidentiality
- Ability to work well with others
- Ability to work independently without constant supervision
- Ability to meet timelines required by Special Education laws
- Ability to handle stressful situations
- Ability to handle simultaneous tasks with interruptions
- Must possess good verbal and written communication skills

Last Updated By:	Dept. of Human Resources	Date/Time:	1/9/2019
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