



Bluffview Montessori

Adopted: DRAFT

Position

Non Exclusionary Discipline Specialist

Fair Labor Standards Act Status

Exempt

Position Overview

The Non Exclusionary Discipline Specialist works in collaboration with school staff, students, and families to assist in the removal of barriers to learning and addressing issues that may be negatively affecting student well being.

Licensure and Certification Requirements

- School Counseling or Social Worker licensure preferred
- Trauma Informed Practices, Anti-Bias, Restorative Practices (any)
- CPR/First Aid/Anaphylaxis certification or ability to acquire it
- Crisis Prevention and Intervention (CPI) certification or ability to acquire it

Education and Experience Preferences

- Advance trainings in behavior disciplines such as Trauma Informed Practices, Anti-Bias, Restorative Circle Training, etc
- Successful work history with elementary students in a similar position
- Adaptable to Montessori Philosophy

Essential Functions

- Maintain a working knowledge of and implement Minnesota State Standards, Montessori philosophy and pedagogy, classroom management techniques, current researched best practices and strategies, as well as students' learning styles and needs, both academic and affective
- Provide quality instruction, support, monitoring, and training using researched based positive behavior management techniques, intervention strategies, coping skills, and problem solving for students
- Provide behavior management training and support to staff, students, and families
- Collaborate with peers to identify students with needs and develop, plan and implement best practices based on the needs/abilities of the students



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- Maintain an outward facing presence that conveys a welcome attitude, adaptability to change, and a desire to engage in continuous improvement
- Collaborate with licensed staff to assess students' developmental, cognitive and social needs and provide developmentally appropriate instruction to meet those needs
- Create learning experiences that are safe, respectful, and engaging as well as culturally and developmentally appropriate and trauma informed
- Collaborate with administration to communicate regularly with families in making educational decisions while effectively utilizing family and community resources to support learning
- Assess own instructional effectiveness through the Professional Development Process
- Participate in all required staff, team, and individual professional development while working to support school goals
- Uphold the vision, mission, and core values of Bluffview Montessori
- Perform other duties as assigned by supervisor

Duties and Responsibilities

- Take a leading role in the development, augmentation, and implementation of Bluffview's Non Exclusionary Discipline practices including but not limited to PBIS, Anti-Bias, Restorative Practices, Trauma Informed Practices, Virtues, and Trauma Informed Practices within the school's MnMTSS framework.
- Participate as a member of the school CPI team
- Maintain confidentiality of students, staff, and families
- Draft work schedule for instruction in partnership with colleagues
- Observe and support students in their classrooms, playgrounds, or any other environment where behaviors are occurring as needed/planned while ensuring the physical and emotional safety and well-being of all children at all times
- Consult on educational materials/curriculums for the behavior programming as needed
- Maintain accurate and updated records of restorative circle work with student groups.
- Assist staff in engaging parents in communication regarding consent for services, student needs and progress, acquisition of resources, and changes in student needs
- Be active in the Parent and Family Engagement Committee including but not limited to preparing information and presenting at parent meetings, faculty meetings, and professional in-service events
- Collaborate with administration to provide student and family support in any social services areas as needed
- Assist administration to collaborate with local agencies to advocate for students and families as needed



- Social/Emotional Curriculum Coordinator
- Abide by procedures, policies, handbooks, responsibilities, and expectations set forth by the school board and administration

Knowledge, Skills and Abilities

- Comprehend and follow instructions
- Perform repetitive tasks
- Synthesize and analyze complex data
- Perform work activities requiring negotiating, explaining or persuading skills
- Communicate effectively with students, parents and colleagues
- Plan, direct, manage, evaluate, and supervise others
- Knowledge of principles of child development and instructional practices
- Knowledge of/ability to participate in special education referral process

Physical Demands:

Activity	Frequency
Grasping/handling	Constantly (80%-100%)
Reaching Forward	Frequently (55%-79%)
Reaching Overhead	Occasionally (10%-29%)
Speaking and Listening	Constantly (80%-100%)
Sit at table/on floor	Frequently (55%-79%)
Crouch, stoop, climb, balance or run	Periodically (30%-54%)
Stand, walk	Frequently (55%-79%)
Lift/carry up to 10 lbs	Periodically (30%-54%)
Lift/carry up to 50 lbs	Seldom (1%-9%)
View computer monitor/media	Periodically (30%-54%)
Exposure to seasonal weather	Occasionally (10%-29%)



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Special Requirements

Final appointment to this position will be contingent upon passing a criminal background check.

Equal Opportunity Employment

Bluffview Montessori School is an equal opportunity employer and is committed to an inclusive workplace environment.

Additional Employment Statement

This job description is not an employment agreement or contract. Administration and the Board of Directors have the exclusive right to alter this job description. The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

Signature

Date