



Job Title: Behavior Specialist/BCBA

Exemption Status/Test: Exempt

Reports to: Coordinator of Special Education

Date Revised: December 1, 2015

Dept. /School: Special Education

Primary Purpose:

Work with special education teachers district-wide to develop and implement ABA based-behavior management strategies in classrooms and to provide specific behavior intervention supports to students. Assist campus staff in developing functional behavior assessments. Behavior improvement plans, positive behavior supports, and behavior management plans.

Qualifications:

Education/Certification:

Master's degree from accredited university
BCBA (Board Certified Behavior Analyst) Certification

Special Knowledge/Skills:

Knowledge of specific ABA strategies and interventions for working students with autism and other developmental disabilities and behavior challenges
Knowledge of proper ABA assessment protocols for evaluation and data collection
Knowledge of how to provide services for students in alignment with students' individualized education programs
Strong organizational skills
Excellent communication, collaboration and interpersonal skills
Previous experience in professional development presentations

Experience:

Two years of special education classroom teaching experience, preferred

Major Responsibilities and Duties:

Instructional and Program Management

1. Model positive behavioral intervention strategies for teachers to use the classroom setting
2. Assist teachers in analyzing behavior and developing correlating strategies for intervention
3. Assist teachers and special education staff in the implementation of behavior strategies
4. Complete FBAs and BIPs when requested by ARD committee
5. Provide professional development for district staff
6. Provide student and teacher observations to assist in the development of behavior interventions and strategies, FBAs and BIPs
7. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities
8. Compile, maintain, and file all physical and computerized reports, records, and other required documents
9. Participate in staff development activities to improve job-related skills

Student Management

10. Demonstrate support for the district's student management policies and expected student behavior related to special education program

Communication and Community Relations

11. Establish and maintain a professional relationship and open communication with principals, teachers, staff, parents and community members.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse

Lifting: Occasional light lifting and carrying (less 50 pounds)

Environment: Frequent districtwide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.