

## **BOARD CERTIFIED BEHAVIOR ANALYST**

**JOB TITLE:** Board Certified Behavior Analyst (BCBA)

### **MINIMUM QUALIFICATIONS:**

1. Minimum of a Master's degree in applicable field of study
2. Certified with the Behavior Analysis Certification Board
3. Excellent communication skills (written and verbal)
4. Strong work habits and ethics
5. Ability to develop effective working relationships with administrators, staff and school community

**REPORTS TO:** Director or Designee

**ESSENTIAL JOB DUTIES:** To provide BCBA services for students, develop materials/training and provide resources for Joint Agreement and District personnel and parents/guardians in evidence-based methodologies related to addressing the needs of students with behavior difficulties.

### **INSTRUCTIONAL RESPONSIBILITIES:**

1. Create and assist PSED and Member District staff in development and implementation of Functional Behavioral Assessments (FBA)
2. Create and assist classroom teachers/paraprofessionals with development/implementation of Behavior Intervention Plans (BIP) and specialized programs for students that present behavior/learning challenges
3. Manage/assist with deescalation of significant student behaviors
4. Manage/assist with assessments
5. Implement/assist with data collection, review, and modifying plans according to data
6. Create/modify individualized plans for students
7. Assist district staff with students who are transitioning from alternative programs to home district
8. Train staff in evidence-based methodologies related to addressing the needs of students with behavior difficulties, develop/provide additional training upon request

### **ORGANIZATION/MANAGEMENT RESPONSIBILITIES:**

1. Complete appropriate reports and records accurately and promptly
2. Review documentation and data collection and provide feedback as needed
3. Participate in meetings to exchange, discuss, and evaluate student information for planning, modification, and coordination of behavior plans (BIP)
4. Provide supervision to BCBA interns/candidates as outlined in the BCBA supervision contract

### **PROFESSIONAL TRAITS:**

1. Demonstrate knowledge of, and adhere to, Federal, State, School District, and Perandoe policies and procedures
2. Maintain punctuality and regular attendance

3. Maintain appropriate/accurate/effective communications with colleagues, parents/guardians, students, and district personnel.
4. Deliver services consistent with ethical principles, professional organizational standards, and in accordance with training and expertise
5. Takes steps toward professional self-improvement (attend/participate in all mandatory meetings/trainings, participate in in-service activities, seek out/attend professional development opportunities required to maintain professional educator licensure)
6. Participate in the ongoing assessment of his/her performance and accept/profit from constructive criticism/feedback

**PERSONAL TRAITS:**

1. Interact with students, parents/guardians, and staff in a respectful manner
2. Demonstrate enthusiasm for student participation
3. Praise students for learning accomplishments, on-task behaviors, and appropriate conduct

**PHYSICAL REQUIREMENTS (will be governed under the Americans with Disabilities Act):**

1. Ability to travel extensively throughout the geographic area served by Perandoe Special Education District
2. Physically capable of lifting, pushing, or pulling up to 50 pounds
3. Physically capable of lifting, positioning, and/or restraining students according to program guidelines
4. Pass the CPI certificate test upon hire and pass required CPI training updates if involved with programs that require physical intervention
5. Must be able to speak, hear, see, and write
6. Tasks require extensive use of hands; including repetitive gripping, grasping, lifting, and manipulation of equipment necessary to perform duties

**TECHNOLOGY EXPECTATIONS:**

1. Demonstrate effective use of required and available technology/programs
2. Use technology to enhance productivity and professional practices including: word processing, databases, spreadsheets, telecommunications, and print/graphic utilities, class attendance, Individual Education Plan (IEP) programs; as well as Microsoft Office, Google Applications, etc.

**ALL OTHER DUTIES AS ASSIGNED**