

BUCKEYE UNION SCHOOL DISTRICT
Position (Job) Description – Behavior Analyst III/BCBA

TITLE:	Behavior Analyst III/Board Certified Behavior Analyst (BCBA)	REPORTS TO:	Director of Student Services
DIVISION:	Student Services/Special Education	CLASSIFICATION:	Classified Management
SITE:	District-wide	WORK YEAR:	260 Days
BOARD APPROVAL:	4/5/2017	SALARY RANGE:	DOE - Placement on Classified Management Salary Schedule

SUMMARY

Under the direction of the Director of Student Services, conducts Functional Behavior Assessments and plans and provides consultative and direct instructional and behavioral support services to students in the Buckeye Union School District in order to provide positive ways for working successfully with students who have difficulties conforming to acceptable behavior patterns. Actively participates in the development and implementation of programs, policies and practices relative to the management of students' problematic behaviors, including children with autistic spectrum disorder (ASD) and emotional disturbance (ED). The Behavior Analyst also provides in-service and on-site training to staff on implementation of appropriate instructional strategies, behavior management, behavior intervention plans and 504 plans as appropriate.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (*other related duties may be assigned*):

The following are typical duties and responsibilities for positions in this classification.

- Develop and/or monitor District procedures to assure compliance with governmental regulations, codes, restrictions and reporting requirements concerning behavioral interventions and emergencies.
- Process referrals and respond to referrals of students for behavior intervention services.
- Conduct Functional Analysis Assessments and collaborate with site staff in the development of Positive Behavior Intervention Plan (PBIP).
- Works with special education staff in developing data collection systems, monitoring data collection and analyzing data to ensure the effectiveness of interventions and instructional strategies.
- Develop and/or conduct behavior training for staff and parents in areas of expertise including development and implementation of effective behavior interventions including training specific to individual students, nonviolent crises intervention and behavior case management.
- Provides technical support and training in applied behavior analysis, including discrete trial training, establishing classroom schedules, overall classroom management, and the implementation of specific instructional and behavioral strategies in the student's natural environment.
- Assist in the development and implementation of effective programs for children with autism and serious disturbances of behavior.
- Consult with school staff(s) and parents/guardians on matters related to behavior.
- Participates in the IEP process as a member of the IEP team by presenting oral and written information.
- Ability to provide direction to others and to make independent judgments.
- Ability to keep and maintain accurate records and to meet deadlines.
- Participate in the development of and in ongoing relationships with other agencies serving students with disabilities (i.e.; Regional Center, Non-Public Schools, etc).

- Prepare a variety of professionally written documents and reports in a timely manner
- Participates in professional growth activities such as conferences, classes, staff meetings and program visitations.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

Knowledge, Skills and Abilities:

Ability to:

- Knowledge of best practices and laws governing students with disabilities; skill in communicating assessment results both orally and in writing; interpersonal communication, consultation, and group leadership skills necessary to work effectively with students, parents, teachers and administrators
- Skill in public speaking, designing presentations and trainings for small and large groups of school professionals.
- Knowledge of District and state curriculum
- Data-gathering methodology
- Knowledge of Special Education laws and procedures
- Ability to understand and implement complex oral and written directions
- Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling
- Effective consultation skills
- Effective personal and academic counseling techniques and procedures
- Counseling theory, ethics and associated legal confidentiality requirements
- Behavior modification techniques and strategies
- Ability to make referrals to other community resources, support groups, and social service agencies as appropriate
- Maintain current knowledge of program rules, regulations, requirements, and restrictions
- Effective use of technology and/or related skills

Education and Experience:

- Masters degree in applied behavioral sciences, psychology, education or other related fields preferred.
- Minimum of three years experience working with students with Autism and related disorders in school settings.
- Experience working as a behavior specialist in public education classrooms for students with mild to severe Autism and other developmental delays.
- Experience and training in performance of functional behavior assessments and functional analysis assessments, development of behavioral plans, and training and use of emergency behavioral interventions.
- Experience and training in appropriate curriculum, instruction, classroom management and intervention techniques (i.e.; communication training, parent training, TEACCH, positive behavior intervention, and applied behavior analysis [Discrete Trial Training], social skills training, etc)
- Experience in developing and supervising Discrete Trial Training (DTT) programs.

Licenses and certificates:

- Master's Degree preferred
- Must be a Board Certified Behavior Analyst (BCBA®)
- California Driver's License and evidence of insurability
- TB Test Clearance
- Criminal Justice Fingerprinting Clearance

WORKING CONDITIONS

ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee is exposed to video display and works evenings and on weekends as needed. The employee uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

PHYSICAL ABILITIES:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee will be required to: sit at a desk, conference table or in meetings of various configurations for extended periods of time; lift up to 25 lbs/carry up to 15 lbs/pull, stoop/kneel/ crouch, reach/handl/finger, talk/hear conversations and other sounds, near/far visual acuity/depth perception/accommodation/field of vision and differentiation of colors. Mental acuity to: assist in the management of these programs, interpret and implement rules relating to these programs, make policy decisions, evaluate results, and make determinations relative to the effective performance of the tasks. Facility to: drive a car as the employee must have the ability to visit various buildings in the district.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position, and additional duties may be assigned.