

## JOB DESCRIPTION

TITLE BEHAVIOR ANALYST/MANAGEMENT SPECIALIST

### 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 to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Bachelor's degree with an emphasis in Applied Behavior Analysis, Special Education, Psychology or related field. Basic computer skills required (e.g., ability to use email, Excel, Power Point and Word).
Language Skills	Ability to develop and communicate detailed behavior management plans with rationale for implementation based on a functional behavior assessment. Ability to speak effectively before all members of the school community.
Mathematical Skills	Ability to interpret statistical data in relation to behavioral scales.
Certificate/License	National certification in Behavior Analysis (Board Certified Behavior Analyst (BCBA), Board Certified Assistant Behavior Analyst (BCaBA), or certification must be obtained within three years of the date of hire through coursework approved by the Behavior Analyst Certification Board.
Reasoning Ability	Ability to apply common sense understanding and to communicate options and solutions when several variables exist.
Physical Demands	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 job, the employee is required to sit, talk and hear. The employee is required to stand and walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. The employee must use district approved techniques to physically intervene with students who may be a danger to themselves or others. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

Work 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. The noise level in the work environment is that of a classroom setting.

REPORTS TO              Director of Exceptional Student Education

#### GENERAL RESPONSIBILITIES

1. Coordinates the development and implementation of appropriate behavior management techniques based on individual student behavior intervention plans.
2. Models and assists with the implementation of appropriate behavior management techniques based on individual student behavior intervention plans.

#### SPECIFIC RESPONSIBILITIES

1. Writes and monitors behavior intervention plans for students and assists in and monitors the collection of data and implementation of such plans to ensure student success.
2. Develops and maintains behavioral data and creates graphical data representations and reports for progress monitoring of students with disabilities.
3. Collaborates with exceptional students/teachers and parents to provide research-based and/or peer-reviewed interventions.
4. Maintains BCBA or BCaBA Certification and maintains trainer certification in district approved crisis intervention techniques.
5. Assists in the development and implementation Individual Education Plans (IEPs).
6. Coordinates the conflict resolution process with exceptional students.
7. Provides technical assistance and staff development to administrators, teachers, and support staff regarding effective interventions and positive behavioral supports and techniques.
8. Consults with transportation staff regarding the use of behavioral management programs on buses.
9. Assists in debriefing crisis teams in situations in which advanced control procedures are utilized.
10. Performs other duties as assigned.