

Mountain View Whisman School District Human Resources Department	Job Title: Board Certified Behavior Analyst
Classification: Classified Management Salary Schedule - <b>TBD</b>	Date Approved: <b>DRAFT</b>

### **Position Description**

Under the direction of the Superintendent or designee, the Board Certified Behavior Analyst provides behavior analysis and behavior management plans for special education students, and provides support and professional learning to school site staff and parents in appropriate behavior intervention/management techniques. Conducts assessments and develops plans that conform to the Individuals with Disabilities Education Act (IDEA) and California Education Code. Supervises, trains, and evaluates assigned classified special education staff working with students.

### **Education/Experience**

- Board Certified Behavior Analyst (BCBA) Certification
- Experience as a BCBA in a school setting preferred
- Master's Degree in applied behavior analysis, psychology, special education, child development, and/or related field.

### **Physical and Mental Characteristics**

#### **Physical Demands:**

Employees in this position must have the ability to:

- Sit for extended periods of time
- Stand, walk, bend over, reach overhead, grasp, push, pull and move objects not exceeding 25 pounds, lift and/or carry up to 25 pounds to waist height
- See and read a computer screen and printed matter with or without vision aids
- Hear and understand speech at normal indoor and outdoor levels, and on the telephone

#### **Hazards:**

- Exposure to bodily fluids, blood borne pathogens and infectious diseases
- Contact with dissatisfied or abusive individuals

### **Knowledge/Skills/Abilities**

- Principles and methods of behavior analysis.
- Theory of behavior and socialization needs of special education students.
- Objectives of behavior intervention techniques, treatment and services.
- Socialization activities used in behavior management.
- Principles of consultation, training and technical supervision.
- Ability to provide leadership, training, and supervision to staff
- Health and safety regulations.
- Effective record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy
- Established procedures
- District organization, operations, policies and objectives.
- Equipment used to provide behavior therapy.
- Identify and analyze areas of behavior and socialization needs.
- Develop and carry out behavior plans, goals and objectives.

- Provide consultation for classroom and home behavior management.
- Explain and provide training on behavior management principles and methods.
- Provide technical guidance to other personnel.
- Establish and maintain behavior observation files and logs.
- Apply appropriate behavior management procedures in working with students at all grade levels.
- Work cooperatively with others.
- Understand and follow oral and written directions in English.
- Meet schedules and timelines.
- Plan and organize work.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Read, explain and follow rules, regulations, policies and procedures.
- Maintain records adhering to established procedures.
- Complete assigned work in timely manner

### **Responsibilities**

1. Develops and provides training for groups of school administrators, teachers, special education classified staff, and parents/guardians in:
  - a. Behavioral assessments, techniques, and intervention plans
  - b. Principles of behavioral intervention, modification, and other behavior management systems
  - c. Crisis management techniques
2. Supervises, trains, coordinates, and evaluates classified special education staff assigned to students.
3. Works with students who exhibit inappropriate behaviors and provides support and training for staff who work with students who exhibit inappropriate behaviors.
4. Trains staff in and conducts functional analysis assessments of behaviors for students with complex and/or severe behaviors in accordance with the IDEA and the California Education Code.
5. Consults with and coordinates with school psychologists in implementing and monitoring behavior intervention plans.
6. Participates in Individual Education Plan (IEP) meetings as required.
7. Writes, implements, and monitors individual goals and objectives for students.
8. Consults, trains and supports staff in the development and implementation of data collection protocols and processes for students with identified behavioral needs.
9. Performs related duties as required.

**Supervised by:** Director of Special Education  
**Evaluated by:** Director of Special Education