

JOB DESCRIPTION
Jefferson County Schools

Board Certified Behavior Analyst (BCBA)

Purpose Statement

To provide behavior analysis services and behavior management plans for special education students enrolled in educational programs; provide support and professional learning to school site staff, para-educators, and parents/guardians in appropriate behavior intervention techniques; conducts assessments and develops plans that conform to IDEA, West Virginia law and regulations and other applicable statutes and regulations.

This job reports to the Director of Pupil Services.

Salary: Professional scale + Stipend \$8000.00

Essential Functions

- Provide BCBA services for students as needed in Autism and Behavior Support classes.
- Develop materials, training and provide resources for and provide professional learning to administrators, educators, para-educators and parents/guardians in Applied Behavior Analysis (ABA), and and/or other evidence-based methodologies related to addressing the needs of students with behavior difficulties.
- Plan and oversee the development and implementation of programs, policies, and best practices related to instruction using the principles of Applied Behavior Analysis (ABA) for students with autism and other disabilities.
- Create and assist District staff with the development and implementation of functional behavioral assessments for individual students.
- Create and assist District staff with the development and implementation of behavior plans, ABA programs and other appropriate programs for students with Autism and/or other disabilities that present behavior/learning challenges.
- Manage and assist District Staff with assaultive behaviors, e.g., Nonviolent Crisis Intervention (UKERU).
 - Administer and assist District Staff with assessments including VBMAPP, Functional Assessments, and Functional Analysis'
 - Implement, and assist District Staff with data collection, review, and modify treatment according to data
 - Create and modify Individualized Treatment Plans for each child on caseload as needed
 - Facilitate Natural Environment Training when appropriate
 - Train behavior technicians on ABA and child's program and initial RBT (Registered Behavior Technician) training
 - Directly observe treatments administered by behavior technicians
 - Communicate through checking voicemail and email regularly
 - Review technician's documentation and data collection and provide feedback as needed
 - Confer with members the IEP team and district staff and other related team members, individually, at an IEP meeting, or in conference, to exchange, discuss, and evaluate student information for planning, and modifying , and coordination treatment programs.
 - Prepare and conduct Staff Performance and program reviews with Director of Pupil Services for possible changes and updates to program
 - Attend Pupil Services Leadership Meetings
 - Provide supervision to BCBA candidates as outlined in the BCBA supervision contract
- Work and assist District Staff with students who exhibit inappropriate behaviors and provide support and professional learning for staff who work with students who exhibit such.
- Provide professional learning and conduct functional analysis assessments of behavior for students with complex and/or severe behaviors in accordance with both Federal and State laws and regulations

Other Functions

- Supervise BCBA candidates within the Jefferson County School District, as appropriate.
- Assist students who are transitioning from alternative programs to regular school programs.
- Collaborate with public and private agencies to offer programs that foster pro-social skills and prevent violent behavior for the purpose of providing services to strengthen families as well as students.
- Collect data and prepares a variety of reports for the purpose of documenting case history, assessments, and treatment.
- Travel from school to school
- Perform related duties as assigned.

Job Requirements: Minimum Qualifications

- Minimum of a Master's degree in Applied Behavior Analysis or Master's and Certification in ABA
- Certified with the Behavior Analysis Certification Board
- Must maintain credentialing in compliance with the BACB
- Must complete Continuing Education Courses as outlined by the BACB
- Must complete supervision courses as outlined by the BACB
- Maintain a clear criminal record
- Exhibit superior organizational skills

Abilities and Knowledge

- To establish rapport and work constructively with staff, students, parents, and community members.
- To creatively solve problems and work through the conflict resolution process.
- To communicate effectively, in oral and written form.
- To maintain knowledgeable of best practices and laws governing behavioral supports for students with disabilities.