

Job Description

Board Certified Behavior Analyst (B.C.B.A.)

Reports to: Director of Exceptional Student Education

FLSA Status: Non-Exempt

Department: Exceptional Student Education

Prepared by: Human Resources

Date: April 24, 2014

Job Code: 12070

Position #: 45205

Range: 24

Principal Duties and Responsibilities (Essential Functions):

- Conduct functional behavior assessments and assist in writing behavior support/intervention plans.
- Assists in developing interventions and strategies to support school staff in implementing behavior plans.
- Assists in developing procedures and training materials for district staff involved with students with challenging behaviors for the purpose of enhancing programs for students and ensuring that program operations are in compliance with established guidelines
- Conducts workshops, training, in-service presentations, etc. in classroom management techniques and other topics for the purpose of developing skills and establishing effective relationships with behaviorally challenged students.
- Participates in a variety of meetings, workshops and committees for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.

Supervision Received:

Director of Exceptional Student Education

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Master's Degree or higher from an accredited institution
- Board Certification – Behavior Analyst
- Currently hold or eligible for Florida teaching certificate and certification in one of the following areas: Guidance & Counseling, Exceptional Student Education K-12, Psychologist; OR Psychologist licensure
- Willing to participate in additional job-related training as directed by the Director of Exceptional Student Education

Preferred:

Skills are required to perform multiple, technical tasks with a need to occasionally upgrade skills to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: analyzing data; effective listening; facilitating meetings; monitoring activities; planning; problem solving; record keeping; training; safe and accurate restraint certification and office practices.

Physical Demands:

To be able to maintain physical flexibility and agility in order to physically demonstrate certified, safe physical restraint positions in emergency situations. Exerting up to 20 pounds of force occasionally, and up to 10 pounds of force frequently, as needed to move objects. In-school classrooms, office. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.