

# SCHOOL DISTRICT OF ESCAMBIA COUNTY

## JOB DESCRIPTION

### CERTIFIED BEHAVIOR ANALYST

#### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Minimum of one (1) year work experience.
- (3) Certification as a Certified Behavior Analyst (CBA) or Certified Associate Behavior Analyst (CABA))
- (4) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of educational theories, principles, practices, and techniques related to Exceptional Student Education (ESE). Ability to use effective communication skills including problem solving, conflict resolution, mediation, and oral and written communication. Knowledge of specific exceptionalities including federal, state, local laws, rules, regulations, statutes and procedures pertaining to the effective operation and management of the specific programs. Ability to collect, analyze and interpret data. Technology skills appropriate for modern office operating such as word-processing, telecommunications use, spreadsheet data collection, and information management. Ability to adapt/develop unique products for non-traditional programs. Knowledge of staff development rules and the ability to locate appropriate providers, organize and facilitate the activities, implement the training, and evaluate the effectiveness and carry over. Ability to consult and collaborate with parents and educators related to Exceptional Student Education services. Ability to advise site-based administration and staff in the implementation of special programs.

#### REPORTS TO:

Director I, Special Education

#### JOB GOAL

To assist the Director in the discharge of his/her responsibilities by providing analysis, appraisals and recommendations in the decision-making process, and establishing systematic procedures for operations.

#### SUPERVISES:

None

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Ensure accurate and timely completion of all functional Behavior Assessments.
- \* (2) Plan, organize and coordinate training workshops for school level and Program Office level personnel.
- \* (3) Establish procedures and operations manuals.

### **CERTIFIED BEHAVIOR ANALYST (Continued)**

- \* (4) Plan and carry out assigned projects, selecting the approaches and methods to be used in solving problems.
- \* (5) Complete monthly behavior summaries and graphing within designated time frame.
- \* (6) Monitor/assist with providing behavior training to paraprofessionals.
- \* (7) Participate in the development and monitoring of individualized behavior programs.
- \* (8) Provide behavior analysis services in the community ensuring flexibility in schedule.
- \* (9) Ensure that treatment plans and services are in accordance with standard practices and agency policy by conducting reviews of plans and clinical services including individual/group/family counseling therapy in order to assure the quality and efficiency of those plans and services.

### **Inter / Intra-Agency Communication and Delivery**

- \*(10) Provide family education and involvement in treatment planning and implementation for children or dependent parties by maintaining open lines of communication and sharing pertinent information to all involved.
- \*(11) Assist in communication and training of staff once a consumer is admitted to a crisis unit.
- \*(12) Assist with the transition of students that exit the crisis unit back into their school.
- \*(13) Interact with a variety of District stakeholders to give and/or exchange information, resolve problems, provide services.
- \*(14) Assist district office staff with problems encountered.
- \*(15) Answer inquiries pertaining to policy, procedure, record keeping, reporting and internal controls.
- \*(16) Consult with the Department of Education (DOE) on interpretation of laws, rules and policies.
- \*(17) Disseminate information and current research to appropriate personnel.
- \*(18) Respond to inquiries or concerns in a timely and courteous manner.
- \*(19) Assist with the development of strategies pertaining to non-verbal autistic children to ensure better communication of their wants and needs.
- \*(20) Assist in the assessment, development, and implementation of classroom behavior management plans which includes follow-up.

### **Professional Growth and Improvement**

- \*(21) Keep well informed about current trends and best practices in areas of responsibility.
- \*(22) Attend and participate in component activities (i.e. staff meetings, supervision, quality reviews and monitoring).
- \*(23) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- \*(24) Provide technical assistance to those assigned or by request.

### **Systemic Functions**

- \*(25) Prepare routine reports in a timely and accurate manner.
- \*(26) Represent consistently the Evaluation Services Department in a positive and professional manner.
- \*(27) Provide data to supervisor and make knowledgeable recommendations based on the data.
- \*(28) Perform other incidental tasks consistent with the goals and objectives of this position.

### **Leadership and Strategic Orientation**

- \*(29) Act as a liaison with internal/external community resources (i.e. LCI programs, families) and referral sources (e.g. Developmental Services), by maintaining open lines of communication with those programs, community resources, families and referrals.
- \*(30) Provide crisis intervention as necessary.
- \*(31) Maintain a professional and ethical code of behavior by modeling appropriate behaviors, related social skills, interpersonal relationships, and conflict resolution.
- \*(32) Develop, assist, implement and evaluate FBA (functional behavior assessment) and BIP (behavior intervention plans).
- \*(33) Provide leadership and direction for assigned areas of responsibility.

**CERTIFIED BEHAVIOR ANALYST (Continued)**

- \* (34) Utilize proactive leadership in identifying potential problems.
- \* (35) Utilize appropriate problem-solving strategies.
- \* (36) Facilitate problem solving by individuals and groups.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities

**PROFESSIONAL SALARY SCHEDULE – Pay Grade 7**

**Date of Revision: August 21, 2007**