Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Number Title:	Autism Behavior Consultant
Pay Schedule:	CCEA, 11- month position
FSLA Status:	Exempt
Reports To:	Supervisor of Special Education

JOB SUMMARY

Responsible for providing high quality direct services for school-based staff and caregivers to address the behavioral needs of students in the SUCCESS programs; consult with staff to develop appropriate individual student or programmatic interventions; provide training to staff and caregivers; assure compliance with applicable laws, codes, rules and regulations (IDEA, COMAR).

ESSENTIAL JOB FUNCTIONS

- Support the vision of the Carroll County Public School system, the priorities of the Department of Special Education, and the SUCCESS programs.
- Assist in the development and implementation of programs, policies, and best practices related to instruction using the principles of Applied Behavioral Analysis (ABA) for students in the SUCCESS programs.
- Develop materials and resources and provide professional learning to administrators, school based staff, and caregivers in Applied Behavioral Analysis (ABA), and/or other evidence based methodologies to address the needs of students.
- Collect direct and indirect data to provide input for IEP development and program implementation.
- Collaborate with staff to conduct Functional Behavioral Assessments (FBAs) and develop Behavior Intervention Plans (BIPs).
- Develop student data collection tools, train staff on data collection methods, and conduct ongoing data analysis to support student programming.
- Monitor classroom instructional procedures and Behavior Intervention Plans for fidelity using observations, checklists, etc., and provide support as needed.
- Collaborate with members of the IEP team, district staff, and other stakeholders to discuss and evaluate student information for planning, modifying, and coordination of instructional programming.
- Maintain required data and documentation to support individual students and program initiatives (e.g., reports, logs, summaries related to program/school assignment).

- Collaborate with public/private agencies and community based service providers to assist in the provision of wraparound services for students and families.
- Provide consultation and training on Applied Behavioral Analysis (ABA) to comprehensive school staff, as assigned, to support student needs.
- Facilitate collaboration among schools regarding evaluation, placement, and transition to or from the SUCCESS programs.
- Continually seek growth and professional development in the field of Applied Behavioral Analysis (ABA) and share best practices with staff.
- Other duties as assigned.

MINIMUM REQUIREMENTS

- Master's Degree in Applied Behavioral Analysis.
- Board Certified Behavior Analyst (BCBA) certification desired. Candidates actively pursuing or completing BCBA requirements will be considered.
- At least three years of successful teaching experience in special education or a special education related field working with students with challenging behaviors. Autism experience required.
- Outstanding verbal and written communication skills.
- Demonstrate superior organizational skills.
- Outstanding references related to job requirements.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to build relationships through interpersonal communications with school staff and families.
- Ability to establish and maintain professional boundaries and confidentiality.
- Ability to work with persons from diverse backgrounds.
- Ability to communicate effectively orally and in writing.
- Ability to organize, prepare, and multi-task.
- Ability to navigate a variety of operating platforms to facilitate record-keeping and communication.

PHYSICAL DEMANDS

Medium Work: Exerting moderate but not constant physical effort to perform medium work, typically involving some combination of balancing, climbing, crawling, crouching, feeling, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking and may involve some lifting, carrying, pushing and/or pulling of heavy objects and material (up to 75 pounds occasionally, up to 50 pounds frequently, and/or up to 10 pounds of force constantly), visual perception and discrimination, the ability to perceive and discriminate sounds, perceive and discriminate color, perceive odors, and require oral communications.

WORKING CONDITIONS

Employees in this position work in an environment where the employee must deal with crisis situations that require major decisions involving people, resources, and property.

BENEFITS

This position is eligible for the following:

- Leave – Sick and Personal (all employees); Vacation (12-month employees)
- Health, Dental, and Vision Insurance (Single and Family), Life Insurance; these are available to those employees with a minimum 0.6 FTE position
- Tuition Reimbursement
- MD State Pension, 403(b), credit union membership
- Salary Table

Carroll County Public Schools has the right to revise this position description at any time, and ensuing acknowledgement of understanding does not represent in any way a contract of employment.

NOTICE OF NON-DISCRIMINATION

The Board of Education of Carroll County does not engage in discrimination that is unlawful or contrary to Maryland State Department of Education guidance on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, sexual orientation, gender identity, or gender expression.

The Board of Education of Carroll County is firmly committed to creating equal employment and educational opportunities for all persons by providing an environment that supports optimal academic achievement and productive work and is free from any form of unlawful discrimination, including access to school facilities, educational programs, and extracurricular activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Director of Human Resources

125 North Court Street,

Westminster, Maryland, 21157

(410) 751-3070

Updated: 7/13/2026