

# Educational Service Center of Central Ohio

## Job Description

### **BEHAVIOR SPECIALIST – BOARD CERTIFIED BEHAVIOR ANALYST (B.C.B.A.)**

#### **Minimum Qualifications:**

- Experience with school-based teams is preferred.
- Current certification as a Board Certified Behavior Analyst (B.C.B.A.) Experience in school-based programming.
- Documentation of a clear criminal record in compliance with state statute.
- Comply with drug-free workplace rules and board policies.
- Experience writing, implementing, and monitoring individual plans of care.
- Ability to access community resources appropriate to the needs of students.
- Ability to cope with stressful traffic, weather conditions, and passenger distractions

*Note:* This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisites and ongoing qualifications to be covered by the service center's insurance carrier.

**FLSA Classification:** Exempt

**Reports To:** Executive Director of Student Services

#### **Job Objectives:**

Provide assessment, feedback, coaching, and services to assist students with behavioral and learning issues so they may succeed in the least restricted learning environment.

#### **Responsibilities and Essential Functions:**

"The following duties are representative of performance expectations. However, the list below is not ranked in order of importance."

- Promote a favorable image of the Educational Service Center of Central Ohio
- Collaborate with team members, school building administrators, and teaching staff.
- Provide consultation as needed to help facilitate evidence-based behavior change assessment and intervention strategies.
- Guide completing Functional Behavior Assessment (FBA) and connecting the results. Provide ongoing review of behavior implementation.

- Supervise and support teaching assistants seeking Registered Behavior Technician (RBT) certification.
- Provide feedback to district administrators.
- Provide task analysis of learning and behavior performance.
- Maintain necessary student and individual performance documentation.
- Possess excellent written and verbal communication and interpersonal skills.
- Perform other specific job-related duties as directed by the Superintendent or his/her designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

### **Working Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

Duties may require bending, crouching, kneeling, reaching, and standing.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require using a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

### **Performance Evaluations:**

Job performance is evaluated according to the policy provisions adopted by the Governing Board of the EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO.

### **Conduct:**

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the Agency.

### **Terms of Employment:**

Each staff member shall be a role model for students to conduct themselves as citizens and responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

The employees are responsible for maintaining proper certification/licensure and initiating the renewal process in sufficient time to receive the updated certificate/license before the present certificate/license expires.

The Educational Service Center of Central Ohio Governing Board does not discriminate based on race, color, religion, national origin, sex, disability, sexual orientation, or age in its programs and activities, including employment opportunities. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

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