



Lafayette Parish School System Job Description

Job Title: District Behavior Analyst
Department: Special Education
Reports To: Director of Special Education, Assessment and Compliance
Approved Date: 12/2025

Salary Scale: Pupil Appraisal
Pay Grade: N/A
FLSA Status: Exempt
Days: 202-days
2002 Sales Tax Eligible: Yes

SUMMARY OF POSITION: Provides leadership, consultation, and support in the design, implementation, and evaluation of behavioral interventions across the school district. This role ensures students with challenging behaviors receive appropriate supports that foster academic, social, and emotional success. The Behavior Analyst collaborates with administrators, teachers, related service providers, parents, and students to develop and implement evidence-based behavioral strategies consistent with district policies and legal requirements.

QUALIFICATIONS: EDUCATION AND/OR EXPERIENCE: Must hold a certification as a Board-Certified Behavior Analyst (BCBA) issued by the Behavior Analyst Certification Board (BACB) or equivalent credential from another nationally recognized credentialing body approved by the BACB and maintain state licensure as a Licensed Behavior Analyst (LBA).

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other additional duties/responsibilities assigned by the Supervisor and/or Superintendent may be assigned.

- Model, train, coach, and support teachers, paraprofessionals, and other school staff in behavior management techniques and evidence-based practices in and out of the classroom.
- Provide direct and indirect support for students exhibiting challenging behaviors.
- Provide hands-on crisis intervention support in the classroom and assist in developing district-wide crisis management protocols.
- Conduct functional behavior assessments (FBA) and develop individualized behavior intervention plans (BIPs).
- Monitor and analyze student behavioral data to guide instructional and behavioral decision-making.
- Collaborate with IEP teams in developing and implementing behavior goals and supports.
- Ensure compliance with federal, state, and district policies regarding behavioral supports.
- Offer professional development for staff on positive behavior supports, classroom management, and applied behavior analysis (ABA) principles.
- Coordinate process for behavioral health services delivered within the school district specifically those utilizing the principles and procedures of Applied Behavior Analysis (ABA).
- Serve as a resource for parents and families to support consistency between school and home environments.
- Participate in district leadership meetings, special education planning, and interdisciplinary teams.

RESPONSIBILITIES: Staff shall be expected to perform the following duties, along with the completion of corresponding documents, forms, and reports:

Instructional Components

- Fulfill duties traditionally expected of those that supervise and/or support, reinforce, or contribute to the education profession (Oversee and/or assist in the instruction of students, oversee and/or assist with district/school state paperwork guidelines or requirements, collaborate with colleagues and district departments, maintain or assist in the supplemental tracking and/or support of school/student data)
- Oversees/participates in school committees or task forces to contribute to school improvement initiatives
- Oversees/participates in educational or coaching best practices and techniques
- Collaborate with those providing direct student instruction as well as professionals providing ancillary services
- Review, draft, study, recommend, and implement policies, curricula, and plans to improve the quality of instruction,

Supervision Components

- Supervision of assigned personnel or students when activities are on or off campus at a school related/sponsored event
- Supervision of any school personnel for whom you may be responsible, as applicable

Non-instructional Components

- Attend meetings generally associated with the instruction of students and/or school/district improvement

- Attend staff/department meetings, training sessions meetings, school-level meetings/events, district-level meetings/events, school board/committee meetings, and graduation, etc., upon request
- Establish/participate in school and/or district policies governing students and employees
- Planning and strategizing for future district/school improvement initiatives.
- Provide additional supervision and/or support for students who may need extra help, assistance, and/or ancillary services.
- Supporting extracurricular activities or athletic events that take place after school hours. (If applicable)
- Attend/participate in all meetings and functions of those extra-curricular activities, clubs, or groups of which the employee is a sponsor or assigned
- Represent the district/school at all functions and/or meetings at which a school representative is required, as requested

METHOD OF EVALUATION: Evaluations in accordance with the Lafayette Parish School System Policy GBI-Evaluation.

PROFESSIONALISM AND CONDUCT STANDARDS:

Quality of Work - attention to detail and accuracy of work that meets and exceeds expectations

- Completes tasks, reports, and documents accurately according to specified timelines and expectations; Makes wise and appropriate decisions after identifying and analyzing relevant information

Availability - punctual, adheres to work schedule and has overall satisfactory attendance

- Adheres to district guidelines relative to attendance; Regularly reports to work on time and work additional hours when deemed necessary and pre-approved by your immediate supervisor

Communication Skills - all verbal, non-verbal, visual, and written exchange of information is of satisfactory caliber

- Uses verbal and non-verbal communication in a manner respectful of others; Demonstrates skill in giving and receiving feedback; Uses active listening skills; Writes and speaks clearly and concisely so that the message is understood; Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments

Interpersonal Skills / Teamwork - works cooperatively with colleagues, students, parents, and vendors

- Promotes and supports a culture of inclusion, diversity, dignity, respect, and fairness for all stakeholders; Attends and constructively participates in meetings and professional development activities; Accepts and uses constructive feedback; Cooperates with building and district staff in planning and evaluation

Personal Impact - presentable, appropriate appearance for position, represents district positively

- Wears attire appropriate to job responsibilities; practices personal grooming that is appropriate for work environment; Develops and maintains a safe and caring environment for all of our stakeholders; Advocate positive personal behavior on or off campus and attempt to avoid improprieties or the appearance of improprieties

Productivity - performs work efficiently, on time, and effectively while uses available resources

- Identifies problems and issues and works collaboratively to contribute ideas and find solutions; Minimizes bias in self and others and accepts responsibility for his/her own actions

Adaptability - accepts and adjusts to change, performs multiple tasks, organizes work, sets work priorities, and performs other duties as assigned

- Follows directives as assigned by supervisor; Cooperates with administration in the performance of additional duties.

Policy – comply with all Lafayette Parish School System Policies and Procedures

- Adheres to laws, board policies and procedures, administrative rules, practices, and guidelines and applies all fairly, consistently, wisely, and compassionately; Adheres to ethical, legal and professional standards; Maintain the confidentiality of all School Board information by refraining from accessing, discussing, or disclosing anything outside the scope of employment unless authorized by immediate supervisor.
- The Lafayette Parish School Board shall require all personnel to follow the district/school calendar and holiday schedule during the school term. All employees are required to adhere to daily schedule, punctuality, and attendance set forth by the district.

EXPECTATIONS:

Expectations include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily along with adhering to the professionalism and conduct standards. The requirements listed above are representative of the knowledge, skills, and/or ability required.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The work environment is representative of conditions an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to a noise level in the work environment which is moderate to loud, outside weather conditions, a variety of childhood and adult diseases and illnesses, heated/air conditioned and ventilated facilities, a building in which a variety of chemical substances are used for cleaning, instruction and/or operation of equipment. This job does require public contact, both on the telephone and in person, under sometimes-stressful conditions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Employee's Printed Name

Supervisor's Signature

Employee's Signature

Date