



Lakes Country Service Cooperative

Job Title: Board Certified Behavior Analyst (BCBA)

Division/Department: Education/ Lakes Country Academy

Reports To: Special Education Director (or designee)

FLSA Status: Non-Exempt

Job Type: Full-time

Hours/Days: 40 hours/wk | 185 days/yr

Position Summary

The Board-Certified Behavior Analyst is responsible for conducting descriptive and systematic (e.g., analogue) behavioral assessments, including functional behavioral assessments, and provides behavior analytic interpretations of the results as a member of student IEP teams as well as other team meetings. This position designs and supervises behavior analytic interventions and works with team members to employ direct and indirect behavior interventions to students which may include modeling, specific training, and direct instruction.

Supervisory Responsibilities

- None

Essential Duties and Responsibilities include the following, but are not limited to:

- Develops and implements appropriate assessments and behavioral intervention methods for use in various situations and for a range of cases while supporting team members to complete their roles.
- Supports teams by participating in meetings, reviewing the clinical work of others, providing feedback on that work, and assisting with various projects assigned to the team.
- Participates in individual student meetings, provides feedback on behavioral assessments, interventions, and strategies.
- Provides technical support and in-service training programs for teachers and other staff on applied behavior analysis, including discrete trial training, establishing classroom schedules, overall classroom management, data collection, and the implementation of specific instructional and behavioral strategies in the students' natural environment.



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- Consults and provides staff with training to support intervention plans at school and may provide parent consultation and training in the home and community.
- Provides regular service reviews to ensure ongoing compliance with implementation of behavior plans.
- Manages, schedules, and provides crisis intervention technique training to all LCA staff on an annual basis.
- Submits data for third-party billing as required.
- Provide guidance and direction to behavior paraprofessionals, BCaBA's, RBT's, and other behavior specialists.

Secondary Duties and Responsibilities include the following, but not limited to:

- Other duties as assigned.

Educational, Technical and Other Requirements:

- Master's Degree.
- Experience in a job-related field.
- Must maintain the Board-Certified Behavior Analyst Certification (nationally certified).
- Working knowledge of Microsoft Office and cloud-based software (e.g., Google Drive).
- Current Professional Crisis Management (PCM) certification or the ability to complete PCM training once hired is required.
- Current Ukeru training certification or the ability to complete Ukeru training once hired is required.
- Must be able to maintain a valid drivers' license and a safe driving record.

Skills:

- Excellent Customer Service skills.
- Excellent oral and written communication skills and ability to consistently convey a positive and professional image to co-workers, members, and the general public.
- Participative working style and an advocate of team environment.
- Comprehensive knowledge of the principles and practices of a Behavior Analyst.



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- Comprehensive knowledge and ability to safely implement crisis interventions. Understanding of relevant laws and regulations.
- Ability to demonstrate confidentiality.
- Ability to evaluate student behavior.
- Ability to establish and maintain effective working relationships with students, parents, school staff, administrators, outside agencies and behavior analytic colleagues.
- Ability to apply effective training practices, (e.g. behavior skills training) for a variety of skills across a variety of audiences.
- Ability to handle a variety of assignments and problems independently.
- Ability to seek additional training, help and information on topics outside of knowledge base.
- Ability to apply a variety of procedures and policies.
- Ability to collect, analyze, summarize, and base decisions upon data.
- Ability to communicate effectively and professionally, both verbally and in writing with students, parents, school staff, administrators, and other agencies.
- Ability to present to small groups and large groups.
- Ability to write clearly and concisely.

Physical Requirements/Working Conditions:

- Sedentary work. Exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- Position involves lifting, carrying, pushing, or pulling items with a strength factor of light to medium work.
- Position may occasionally lift in excess of 50 pounds in removal or physical restraint of students.
- Position requires occasional prolonged position in any combination of stooping, squatting, kneeling, reaching, and bending.
- Position requires extended periods of standing/walking during the shift.
- Position involves occasional personal support of student in various settings.
- Position involves the physical ability to perform restrictive procedures.



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- Possess dexterity of hands and fingers to operate equipment.
- See to read a variety of materials.
- Quick response to emergency situations.
- Exposure to communicable disease, airborne pathogens, and bodily fluids.
- Exposure to students with severe emotional disturbances.
- Exposure to physical injury from students.
- Exposure to emotional outbursts.
- Position may be exposed occasionally to disagreeable conditions involving student contact.

Company Overview

Lakes Country Service Cooperative (LCSC) is a public, nonprofit agency committed to delivering high-quality, innovative services that support the success of our members. As one of nine independent service cooperatives in Minnesota, LCSC was established by the Minnesota Legislature to provide specialized programs and resources that strengthen communities across the region.

Guided by our mission—"**We advocate for strong communities through service and leadership**"—we work collaboratively with schools, local governments, and other organizations to enhance education, administrative efficiency, and community development. Our core values of **leadership, collaboration, and service** drive our approach, ensuring that we meet the evolving needs of our members with integrity and dedication.

With a vision of "**Learning, leading, and innovating to achieve vibrant, inclusive communities**," LCSC continues to be a trusted partner in fostering growth, innovation, and excellence in the communities we serve.

Equal Opportunity Statement

Lakes Country Service Cooperative (LCSC) is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Conclusion

The above statements are intended to describe the general nature and level of work being



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performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and amend the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have received, reviewed and fully understand the Job Description. I further understand that I am responsible for the satisfactory execution of the essential duties and responsibilities as listed herein.

Employee Signature

Date Signed

Supervisor/Manager Signature

Date Signed