

Educational Service Center of Eastern Ohio
Employee Position Description & Responsibilities

Position Title:	Board Certified Behavior Analyst (BCBA)
Category:	Certified; Bargaining Unit eligible; FLSA exempt.
Contract:	Initial one-year contract; contract days as determined by the Governing Board; other terms and conditions of employment as per the CBA and/or Board Policy.
Compensation:	Salary, insurance coverage, and fringe benefits as per the current Board adopted policies and schedules, with placement for granted education, experience, and responsibility.
Education/Degree:	A Master's or higher-level degree in special education or related field
Reports to:	Director of Early Childhood/Pupil Services
Supervises:	N/A
Job Goal:	This position is responsible for providing behavior analysis services and behavior management/intervention plans for students who have difficulties conforming to acceptable behavior patterns. Actively participates in the development and implementation of programs, policies and practices relative to the management of students' problematic behaviors. The BCBA will also be responsible for providing professional development opportunities for ESCEO and district staff.
Qualifications:	<p>The following qualifications are considered as guidelines:</p> <ul style="list-style-type: none">• Hold a current, valid certificate as a board certified behavior analyst from the Behavior Analyst Certification Board.• Certified Ohio Behavior Analyst (COBA) certificate issued under §4783.04 ORC• Abilities and attributes to promote positive internal and external customer relations, including creating effective interpersonal relationships and projecting a professional image.• Proficiency with computer applications, including Microsoft Office, Google Workspace, and software/programs.• Alternatives to the above as approved by the Governing Board.

PERFORMANCE RESPONSIBILITIES:

1. Supports a multi-tiered system of support including both education and behavior in the school setting by assisting Response to Intervention and Positive Behavior Support teams and/or conferring with teachers and staff on implementing or modifying instructional strategies, classroom management, intervention strategies, and follow-up activities.
2. Demonstrates knowledge and understanding of child development and knowledge of and skills related to best practice specific to various disabilities, including managing and promoting positive student behavior.
3. Conducts Functional Behavior Assessments for students who have behavior concerns and are receiving supports through support teams and/or special education services.

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4. Contributes to the written report of the evaluation team, identifying educational needs, and providing suggestions for instructional implications based on the results of the evaluation for consideration in the development of the behavior plan.
5. Communicates results of the evaluation(s), the behavioral needs, and the instructional implications to educational team members, including parents and community agencies.
6. Collaborate with district teams to develop and modify BCBA programming as needed.
7. Create ongoing data collection system(s) to establish baseline and programmatic efficacy for all students, and to analyze data on a frequent and ongoing basis to guide programming.
8. Consult with ESCEO and district staff and parents/guardians on matters related to behavior.
9. Completes documentation accurately and in a timely manner for both ESCEO and member districts, including Medicaid billing, SDE, and workload documentation.
10. Functions as a team member in supporting, promoting, and interpreting policies, programs, and procedures of the ESCEO.
11. Assists with crisis intervention when necessary and requested by ESCEO School Psychologist Supervisor or assigned district.
12. Attends and participates in staff, professional and interagency meetings to improve skills, grow professionally and serve as a resource for other staff members.
13. Keep current with the literature, new research findings and resources. In addition, continuing education opportunities to maintain BCBA certification.
14. Any other duties assigned by the Superintendent.

REQUIRED ETHICAL AND PROFESSIONAL ATTRIBUTES AND BEHAVIORS:

1. Is regular and prompt in attendance and follows departmental and ESC leave procedures.
2. Prepares a professional development plan that links professional growth with the department and organizational goals.
3. Provides quality service to both internal and external colleagues and customers.
4. Seeks opportunities to participate as a productive member of ESCEO and assigned district.
5. Represents the ESCEO and its service schools with professionalism at all times including professional communications and attire.
6. Demonstrates at all times integrity and ethical behavior.
7. Responds quickly to directions for improvement from supervisors.
8. Maintain records and information concerning individual students in the prescribed confidential manner and use the records and information only for the purposes for which they are maintained according to FERPA guidelines.

OTHER EXPECTATIONS AND DEMONSTRATED SKILLS AND ABILITIES:

1. Possesses a state-issued driver's license and/or government-issued ID.
2. Reads, analyzes, and interprets data and reports.
3. Writes reports, correspondence, and other appropriate communicate.
4. Presents information and responds to questions effectively and efficiently.
5. Prioritizes tasks, requirements, and expectations to perform to a standard of service excellence.

WORKING CONDITIONS:

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

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

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2. Duties may require lifting, carrying, and moving work-related supplies/equipment, up to 50 pounds.
3. Duties may require operating and/or riding in a vehicle.
4. Duties may require traveling to meetings and work assignments.
5. Duties may require working in proximity to moving mechanical parts.
6. Duties may require using a computer keyboard and monitor.
7. Duties may require wearing protective clothing and using safety equipment.
8. Duties may require working extended hours.
9. Duties may require working under time constraints to meet deadlines.
10. Potential for exposure to blood-borne pathogens and communicable diseases.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description complies with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals employed in this position as needed and assigned by the Administration. Administrators should communicate additions and changes in this job description in writing to the employee following approval by the Superintendent of the Educational Service Center of Eastern Ohio (ESCEO).

The Educational Service Center of Eastern Ohio is an Equal Opportunity Employer. The ESCEO does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

I have read and understand the job requirements, responsibilities, and expectations outlined in the job description. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Signed, _____

Dated ____/____/____