

KIRBY SCHOOL DISTRICT 140**Confidential Employee****Job Description No. 3.95****JOB DESCRIPTION: Board Certified Behavior Analyst (BCBA)**

BASIC FUNCTION:

Provide behavioral consultation, assessment, and direct support to improve student outcomes across the district under the direction of the Assistant Superintendent of Special Services. The BCBA collaborates with staff and families to design, implement, and monitor evidence-based behavioral supports for students eligible under IDEA or Section 504.

QUALIFICATIONS:

1. Master's degree in Applied Behavior Analysis, Psychology, Special Education, or related field.
 2. Current Board Certified Behavior Analyst (BCBA) certification through the Behavior Analyst Certification Board (BACB).
 3. Illinois Professional Educator License (PEL) with appropriate endorsement, or licensure aligned with current ISBE requirements for behavior analysts.
 4. Minimum of three years of experience working with students with disabilities, preferably in a school setting.
 5. Present evidence of physical fitness to perform essential job functions.
 6. Ability to establish and maintain cooperative and effective working relationships.
 7. Dependable work record.
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EDUCATION AND EXPERIENCE:

Sufficient training and experience to demonstrate the knowledge and abilities as listed.

KNOWLEDGE OF:

1. Principles and applications of Applied Behavior Analysis (ABA).
2. Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP) development.

3. Multi-tiered systems of support (MTSS) and Positive Behavioral Interventions and Supports (PBIS).
 4. IDEA, Section 504, and relevant state/federal education regulations.
 5. Child and adolescent behavior, development, and mental health.
 6. Data collection and analysis methods.
 7. Instructional and therapeutic supports for students with disabilities.
 8. Collaborative and consultative service delivery models.
 9. Oral and written communication skills.
 10. Record-keeping and documentation practices.
 11. Health and safety regulations.
 12. Interpersonal skills using tact, patience, and professionalism.
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ABILITY TO:

1. Conduct FBAs and design individualized, data-driven BIPs.
 2. Coach staff in implementation of behavioral strategies and supports.
 3. Develop and deliver professional development.
 4. Analyze behavioral data and adjust plans based on student progress.
 5. Work collaboratively with multidisciplinary teams.
 6. Communicate effectively with staff, students, and families.
 7. Interpret, apply, and explain laws, rules, and procedures.
 8. Manage time and caseload across multiple school sites.
 9. Maintain accurate records and prepare timely reports.
 10. Observe confidentiality and ethical standards in all interactions.
 11. Drive to multiple sites for service delivery.
 12. Demonstrate cultural competence and sensitivity in service delivery.
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REPORTS TO:

Assistant Superintendent of Special Services

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

1. Conduct FBAs and develop individualized BIPs for students with significant behavioral needs.
2. Provide ongoing consultation and coaching to staff for consistent implementation of BIPs and behavioral supports.
3. Supervise and support Registered Behavior Technicians (RBTs) in accordance with BACB guidelines, including providing appropriate oversight, training, and documentation.

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4. Support classroom- and school-wide behavior systems aligned with PBIS and MTSS.
 5. Monitor fidelity and effectiveness of behavioral interventions.
 6. Collaborate with IEP/504 teams and participate in meetings as needed.
 7. Train staff on evidence-based behavioral strategies and crisis prevention/intervention.
 8. Collect and analyze behavioral data to inform instruction and support.
 9. Support transition planning for students returning from therapeutic settings.
 10. Assist in the development of student safety and crisis plans.
 11. Communicate with parents, staff, and related service providers.
 12. Serve as a behavior resource for the district and support alignment of practices.
 13. Maintain required documentation and case records in accordance with laws and policies.
 14. Complete other duties as assigned by the Assistant Superintendent of Special Services or designee.
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LICENSES AND OTHER ESSENTIAL REQUIREMENTS:

1. Board Certified Behavior Analyst (BCBA) certification.
 2. Illinois PEL or ISBE-recognized license for behavior analysis.
 3. Valid driver's license and ability to travel between schools.
 4. Valid First Aid and CPR certification preferred.
 5. Must meet and maintain supervision requirements as outlined by the Behavior Analyst Certification Board (BACB) for providing oversight to Registered Behavior Technicians (RBTs), including completion of supervision training and ongoing documentation.
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WORKING CONDITIONS:

ENVIRONMENT:

1. Indoor and outdoor school environments.
2. Driving between schools as needed.

ESSENTIAL PHYSICAL DEMANDS:

1. Dexterity to operate a computer and related equipment.
2. Seeing and hearing to monitor students and exchange information.
3. Sitting or standing for extended periods.
4. Bending, kneeling, or crouching as needed to assist students.
5. Lifting and carrying instructional and behavioral materials.

TERMS OF EMPLOYMENT: Starting salary will be determined by the candidate's demonstrated skills, education, experience, and knowledge.

EVALUATION:

Performance will be evaluated in the first year of employment and at least once every two years thereafter by the Assistant Superintendent of Special Services or designee.