

SOUTHWEST COOK COUNTY COOPERATIVE  
ASSOCIATION FOR SPECIAL EDUCATION

JOB DESCRIPTION

- TITLE:** Board Certified Behavior Analyst
- REPORTS TO:** Program Supervisor
- QUALIFICATIONS:** Board Certified Behavior Analyst  
Such alternatives to the above as the Board of Directors may find appropriate and acceptable
- EVALUATIONS:** Conducted on an annual basis in accordance with Cooperative guidelines
- TERMS OF EMPLOYMENT:** Length of employment, salary and benefits determined by the Board of Directors of SWCCCASE
- RESPONSIBILITIES:**
- Technical Skills:**
- Creates and maintains a library of professional resources applicable to the management of aberrant behavior for use by both staff and parents
  - Develops in-service programs for staff with topics to include the management and modification of student behavior, the learning process, legal/ethical issues, etc.
  - Meets with individual staff to strategize behavior management techniques specific to individual students and groups of students
  - Creates and implements a referral system for behavior intervention services for parents and staff in programs
  - Monitors the effectiveness of level systems in place by collecting, interpreting, recording and disseminating data. Propose modifications to the system as necessary.
  - Assists and communicates with staff on a regular basis to problem solve and provide creative solutions to difficult student situations
  - Coordinates and facilitates all aspects of the completion of functional behavioral analyses and individual behavior management plans
  - Obtains and applies knowledge and strategies from the various disciplines which make up the trans-disciplinary team
  - Participates in transition planning, when appropriate
  - Assists with in-service to district personnel on the needs of students when they are returning to a less restrictive environment

**Professionalism**

- Follows policies and procedures of SWCCCASE
- Demonstrates continual assessment of personal and program effectiveness, responds effectively to feedback
- Actively participates in the evaluation process
- Demonstrates flexibility and is adaptable to change
- Uses judgment appropriately
- Conducts self in appropriate and ethical manner
- Treats others with respect and dignity
- Participates in professional growth activities
- Maintains a clean work area
- Dresses appropriately

**Communication Skills**

- Performs as an integral member of the educational team
- Maintains confidentiality in matters related to this position
- Relates in a helpful, positive, and efficient manner with peers, supervisors, and all those in contact with SWCCCASE

**Other duties as assigned by supervisor**