

Warren County Educational Service Center
An Equal Opportunity Employer

Board Certified Behavior Analyst (BCBA)
Job Description

Title: Board Certified Behavior Analyst (BCBA)

Reports to: Assistant Superintendent of Student Programming and Services

FLSA Status: Exempt

Qualifications:

- Master's Degree with emphasis in Applied Behavior Analysis, Psychology, Special Education, or related field
- Must have current Board Certified Behavior Analyst Certification
- Certified Ohio Behavior Analyst
- At least 2 years working as a BCBA in the school setting preferred
- Access to motor vehicle
- Effective communication skills
- Ability to lift 40 pounds unassisted
- Ability to maneuver stairs unassisted
- Pass criminal background check

General Duties:

- Develops and implements appropriate written functional behavior assessments and behavioral intervention methods for use in familiar/unfamiliar situations for a range of cases
- Participates in child study/school teams, provides feedback on behavioral assessments, interventions, and strategies,
- Provide technical support and in-service training programs for teachers and other staff on applied behavior analysis including: discrete trail training, classroom schedules, overall classroom management, data collection, and the implementation of specific instructional and behavioral strategies in the student's natural environment

- Consults and provides staff training to support intervention plans at school and in the home and community
- Provides regular services reviews to ensure ongoing compliance with implementation of behavior plans as well as Individual Education Programs and possibly 504 Accommodation Plans
- Serves as a liaison between school and other agencies
- Submits data for third-party billing as required
- Provides programming supervision and support of BCaABA, RBT's and/or Paraprofessionals
- Maintains a positive working relationship with all school personnel.
- Maintains an effective working relationship with parents.
- Communicates clearly both orally and in writing with all segments of the school community.
- Models appropriate dress, language and conduct as a professional educator.
- Effectively completes other job performance criteria as assigned.
- Demonstrates regular and predictable attendance.
- Performs all duties in conformity to the adopted Board Policy.
- Displays professional appearance.
- Performs in a professional manner.

Other Duties and Responsibilities:

- In case of absence, notify the principal/director or his/her designee as early as possible.
- Fill out appropriate forms when necessary: sick, personal, professional leave statements, reimbursement forms, etc.
- Attend scheduled meetings called by the administration.
- Serves as a role model for educators and students in how to conduct themselves as citizens and as responsible human beings.
- Helps instill in students and staff the belief in and practiced of ethical principles and democratic values.
- Shall perform such other duties as the principal/director may assign/determine.
- The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the County/District.
- Observes Risk Reduction Safety Rules and Regulations of the Warren County ESC and School Districts, State, Federal, OSHA laws and will be evaluated to the extent of compliance and implementation as an employee of such rules and regulations for safety in the workplace while visiting such sites in line of work duties.

Additional Working

Conditions:

- Possible exposure to blood, bodily fluids, and tissue.
- Possible operation of a vehicle under inclement weather conditions.
- Possible interaction among unruly children.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have been informed that the most current copy of the Warren County Educational Service Center Policy Manual is available for my review in the office of the Superintendent.

Signature

Date