



Board of Education
61 ECHO LAKE ROAD
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TO: All District Staff

FROM: Lisa Fekete
Acting Superintendent of Schools

RE: ANNOUNCEMENT OF VACANCY

DATE: October 1, 2025

BCBA Assistant

Position Title: BCBA Assistant

Location: John Trumbull Primary School

Position Reports To: Interim Director of Special Education and Pupil Personnel Services,
Director of Curriculum and Instruction for General and Special Education
and Building Administrator

Job ID: #2405

Internal Close Date: October 8, 2025

External Close Date: October 22, 2025

Anticipated Start Date: ASAP

Essential Performance Responsibilities

We are seeking a highly motivated and skilled individual to join our team as a BCBA Assistant. This role offers a unique opportunity to work closely with our Board Certified Behavior Analyst (BCBA) and support students with varying behavioral needs.

Qualifications

Qualifications are subject to change based upon need at the discretion of the Superintendent of Schools

- Must be a certified Registered Behavior Technician (RBT), Behavior Technician (BT) or be willing to obtain the BT credential outside of school hours
- Possess a philosophy, disposition, and skill set to work effectively with students with varying behavioral needs
- Highly organized with excellent data collection skills
- Strong leadership abilities
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team

Required Skills

- Proficiency in data collection and analysis
- Familiarity with behavior intervention strategies
- Strong attention to detail
- Ability to multitask and prioritize responsibilities
- Excellent time management skills

Key Responsibilities

- Serve in a dual role as a Behavior Technician (BT) and assistant to the BCBA
- Act as a liaison between the BCBA and other classroom staff when the BCBA is at another location
- Provide individualized student support
- Model and guide other adults in data collection methods and implementation of Behavior Intervention Plans (BIPs)
- Enter behavioral data into our platform after school hours
- Assist the BCBA in training staff on data collection and BIP implementation
- Recognize new behaviors following a pattern and communicate with the BCBA for potential inclusion in programming

Terms of Employment

- This position is an unaffiliated, at-will posting.
- Position requires working during school hours and some after-school time for data entry and additional tasks.
- The salary will be aligned with the candidate's experience and skill set.

All application materials must be submitted online, through Applitrack; should you have any difficulty in submitting your online application please contact (860)945-4813.

*District reserves the right to close the posting if a suitable candidate is found prior to the external closing date.