



**Job Title:** Board Certified Behavior Analyst

### **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Exempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Professional – 5

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD  
JUNE 20, 2017  
MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

### **JOB SUMMARY**

The purpose of this position is to provide expertise in applied behavior analysis. The expertise is to be utilized in direct support of students who exhibit significant emotional or behavioral concerns as well as school personnel. This job includes requirements to provide professional development as directed.

### **ESSENTIAL JOB FUNCTIONS**

- Ensures accurate and timely completion of Functional Behavior Assessments.
- Plans, organizes, and coordinates training workshops for school level and Program Office level personnel.
- Establishes procedures and operations manuals.
- Plans and carries out assigned projects, selecting the approaches and methods to be used in solving problems.
- Performs data analysis on an individual student level, classroom level, school level, and district level.
- Completes monthly behavior summaries and graphing within designated time frame.
- Monitors/assists with providing behavior training to paraprofessionals.
- Participates in the development and monitoring of individualized behavior programs.
- Ensures that treatment plans and services are in accordance with standard practices and agency policy.
- Liaisons between parents and the school.
- Provides family education and involvement in treatment planning and implementation for children or dependent parties by maintaining open lines of communication and sharing pertinent information to all involved.
- Assists in communication and training of staff regarding students requiring behavioral supports and assessments.
- Assists with the transition of students who exit a crisis unit back into their school.
- Interacts with a variety of District stakeholders to give and/or exchange information, resolve problems, and provide services.
- Assists District office staff with problems encountered.

- Answers inquiries pertaining to policy, procedure, record keeping, reporting, and internal controls.
- Consults with the Department of Education (DOE) on interpretation of laws, rules, and policies.
- Attends various Department and Behavior Team meetings as well as meetings with external service providers.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- Master's Degree from an accredited educational institution.
- Minimum of one (1) year of work experience preferred.
- Certification as a Certified Behavior Analyst (CBA) or Certified Associate Behavior Analyst (CABA).
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of educational theories, principles, practices, and techniques related to Exceptional Student Education (ESE).
- Requires the ability to use effective communication skills including problem solving, conflict resolution, mediation, and oral and written communication.
- Requires the knowledge of specific exceptionalities including federal, state, local laws, rules regulations, statutes, and procedures pertaining to the effective operation and management of the specific programs.
- Requires the ability to collect, analyze, and interpret data.
- Requires the ability to display technology skills appropriate for modern office operating such as word-processing, telecommunications use, spreadsheet data collection, and information management.
- Requires the ability to adapt/develop unique products for non-traditional programs.
- Requires the knowledge of staff development rules and the ability to locate appropriate providers, organize and facilitate the activities, implement the training, and evaluate the effectiveness and carry over.
- Requires the ability to consult and collaborate with parents and educators related to Exceptional Student Education services.
- Requires the ability to advise site-based administration and staff in the implementation of special programs.
- Requires the ability to determine the approach for doing the work based on provided guidelines.
- Requires the ability to perform work that encompasses advanced technical, scientific, legal, or mathematical concepts.
- Requires the ability to work in a responsive environment where co-workers or parents bring problems for resolution.
- Requires the ability to follow basic guidelines for operational activities.
- Requires the ability to work with less than ten co-workers who are mostly engaged in the same activities and oversee and manage work involving multiple units.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.

**PHYSICAL DEMANDS**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force as frequently, and/or up to 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: climbing, crawling, crouching, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, stooping, standing, talking, visual acuity, and walking.

**WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**