

Behavior Analyst

Purpose Statement

The job of Behavior Analyst is done for the purpose of providing support to the educational process with specific responsibilities for providing behavior analysis and behavior management plans for special education students enrolled in educational programs; providing direction and support; conducting assessments; developing Individualized Education Programs (IEP); and training school site staff and paraprofessionals in appropriate behavioral intervention techniques.

This job reports to Assigned Supervisor

Essential Functions

- Analyzes classroom systems (e.g. teaching systems, classroom organization, behavior management, etc.) for the purpose of improving the educational environment to increase appropriate learning behaviors and decrease inappropriate learning behaviors.
- Collaborates on the development and implementation of curriculum materials and procedures for the purpose of ensuring appropriate material and procedures exist to support students and/or individual student plans.
- Conducts workshops, training and in-service presentations for school site staff, transportation personnel, parents/guardians, and community service providers on a variety of topics (e.g. how to collect data, implement behavior interventions in the educational setting, classroom management techniques, crisis prevention intervention, policies and procedures applicable to behavior analysis for special education students, etc.) for the purpose of developing skills, gaining and conveying information as needed.
- Consults and collaborates with school site staff, transportation personnel, community service providers, parents/guardians, and school psychologist for the purpose of providing direction in implementing and monitoring behavior intervention plans in the educational setting.
- Develops IEP goals/objectives, implements one-on-one discreet trial programs as needed, and prepares progress reports related to behavior analysis/management services for assigned students for the purpose of supporting students and ensuring compliance with established practices and procedures.
- Develops assessment reports and conducts functional behavior assessments for students with complex and/or severe behaviors for the purpose of addressing student needs in compliance with IDEA and California Education Code.
- Maintains files and/or records for the purpose of ensuring the availability of information as required for reference and/or compliance.
- Models implementation of evidence-based interventions with students who exhibit inappropriate behavior for the purpose of providing support and training for staff who work with these students.
- Participates in a variety of meetings, workshops and committees for the purpose of conveying and/or gathering information required to perform functions.
- Prepares evaluations, assessments, data collection, and/or reports for the purpose of documenting and monitoring student behaviors.

- Prepares and maintains written materials, presentations and progress reports for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides treatment and consultative directions, training, and follow-up to paraprofessionals assigned to assist behavior analyst with behavior management services for the purpose of ensuring appropriate support to students and removing barriers to success in school.
- Attends seminars, conferences, etc. for the purpose of staying current on job related functions, conveying and/or receiving information.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: record keeping techniques; correct English usage, grammar, spelling, punctuation, and vocabulary; equipment used to provide behavior therapy, operating standard office equipment including pertinent software applications; developing effective work relationships; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles and methods of behavior analysis; theory of behavior and socialization needs of special education students; behavior intervention techniques, treatment and services; principles of consultation, training, and technical supervision; health and safety regulations; pertinent laws, codes, policies and regulations; and stages of child development.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: work cooperatively with others; meet schedules and timelines; set priorities; work with multiple projects, frequent interruptions, and changing work priorities; and maintain confidentiality.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience: Three to five years of experience in behavior analysis, behavior management and/or socialization experience in a school setting preferred.

Education (Minimum): Masters degree in job-related area.

Required Testing

None Required

Certificates and Licenses

BCBA Certification

Valid CA Driver's License

Continuing Educ. / Training

Maintains Certificates and/or Licenses

District Mandated Training

Clearances

Criminal Background Clearance

Tuberculosis Clearance

FLSA Status

Approval Date

December 14, 2021

Revised Date

Salary Grade

Range C