

# WALTON COUNTY SCHOOL DISTRICT

## POSITION DESCRIPTION

### CERTIFIED BEHAVIOR ANALYST

#### QUALIFICATIONS:

1. Board Certification as Behavior Analyst and Master's degree in a related field from an accredited educational institution is preferred.\*
2. Bachelor's degree in Behavior Analysis or related field from an accredited educational institution may be considered with valid certification as Assistant Behavior Analyst.\*\*
3. At least one year experience as a behavior analyst or behavior assistant.
4. Valid Florida driver's license.
5. Satisfactory criminal background check and drug screening.

#### REPORTS TO:

Exceptional Student Education Coordinator

#### SUPERVISES:

None

#### POSITION GOALS

To analyze and assess behavior, develop behavior plans and monitor the implementation of behavior plans to assist exceptional education students.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to conduct comprehensive behavior analyses of students. Ability to verbally communicate and consult effectively with parents, school personnel and the public. Ability to communicate results of evaluation findings in written reports and correspondence. Ability to assist students, parents and school personnel in the resolution of problems in student behavior. Ability to interact successfully with parents, school personnel and administrators. Ability to communicate orally and in writing. Ability to apply and interpret federal, state and local laws and policies governing the provision of educational services to students with disabilities. Knowledge of guidelines related to behavior programming. Ability to travel within the district.

## **PERFORMANCE RESPONSIBILITIES:**

### **Planning/Preparation**

1. Participate in the district's Exceptional Student Education planning process.
2. Collect information from parents and teachers through interviews and consultations as it relates to student learning and behavior difficulties.
3. Participate in developing Individual Education Plan (IEP) goals and objectives for each student served.
4. Participate as a member of school educational planning teams.

### **Administrative/ Management**

5. Prepare and maintain periodic reports in a timely manner as required.
6. Manage materials and equipment effectively.
7. Coordinate and implement school-wide and district-wide behavior analysis services and activities.
8. Use time effectively.
9. Use technology resources effectively.
10. Work with Exceptional Student Education Coordinator to develop a proposed budget for behavior services.
11. Complete and submit Medicaid forms for eligible students.

### **Assessment/Evaluation**

12. Conduct behavior assessments that include functional analysis, assessment of functional skills and assessment of potential reinforcers.
13. Analyze evaluation data and formulate hypotheses and conclusions relating to learning and behavioral issues.
14. Conduct informal and formal observations of students as part of the evaluation process.
15. Review student records and analyze information pertinent to student learning and school adjustment needs.
16. Participate in the periodic reevaluation of students with behavior problems who are served in exceptional student education programs.

### **Intervention/ Direct Services**

17. Participate in the development of appropriate interventions and strategies to assist individual students in academic growth and school adjustment.
18. Utilize knowledge of behavioral principals to develop and assist in the implementation of specific behavioral management plans for individual students, classrooms, and schools.
19. Participate in student expulsion hearings.
20. Serve as expert witness in due process hearings related to students with disabilities.
21. Review cumulative records of students transferring from other districts and advise schools regarding appropriate placement.
22. Recognize overt indicators of student distress or abuse and take appropriate actions based on school procedures and law.
23. Initiate referrals to other agencies as needed.
24. Serve on the crisis intervention team for the district.
25. Monitor the implementation of behavior plans.
26. Travel within the county to all schools having students who need the services of a behavior analyst.

### **Technology**

27. Use technology resources effectively.

28. Use technology to establish an atmosphere of active learning.
29. Facilitate student access to the use of electronic resources.
30. Explore and evaluate new technologies and their educational impact.
31. Use technology to review student assessment data.
32. Use technology for administrative tasks.

### **Collaboration**

33. Communicate evaluation findings to parents, teachers, and others through written reports and oral presentations.
34. Present evaluation findings in exceptional student education staffing to determine eligibility and placement.
35. Serve as a member of staffing committees.
36. Provide consultation on an ongoing basis to teachers, parents and other school personnel to resolve students' learning and behavioral problems.
37. Acts as a liaison with public and private agents who work with students, e.g., doctors and counselors, as needed.
38. Establish and maintain a positive collaborative relationship with students' families to increase student achievement.

### **Staff Development**

39. Provide training and assistance in intervention techniques and strategies designed to improve student success in the school setting.
40. Train teachers and assistants to implement specific behavior plans.
41. Periodically conduct a personal assessment to determine professional growth needs with reference to the specific instructional assignment and district programs.
42. Manage within an organizational context a personal professional development program by setting specific goals and time tables.
43. Establish and implement an individual Professional Development Plan annually in accordance with state and district requirements.
44. Participate in district sponsored staff development programs.
45. Participate in data collection of input on administrator's performance assessment program.

### **Professional Responsibilities**

46. Act in a professional and ethical manner and adhere at all times to The Code of Ethics for Behavioral Specialist and the Principles of Professional Conduct of the Education Professional in Florida.
47. Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
48. Keep updated on students/school legal issues and follow established procedures.
49. Mentor new colleagues
50. Perform and fulfill professional responsibilities.
51. Perform other tasks consistent with the goals and objectives of this position.

### **Student Growth and Achievement**

52. Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.

**Physical Requirements:** Heavy work: exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects. May be required to restrain a physically active individual as a temporary safety measure.

Job Description Supplement #06

**TERMS OF EMPLOYMENT:** Salary with benefits shall be paid consistent with the District's approved compensation plan and is dependent upon the credentials of the employee. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Master's degree with Board Certification will equate to doctoral level on the instructional pay scale based on years of experience.

\*\* Bachelor's degree and pertinent certification will be in accordance with years of experience on the bachelor's level of the instructional pay scale.