

BOARD CERTIFIED ASSISTANT BEHAVIOR ANALYST (BCaBA)



Department:	Behavioral Health Services
Reports To:	Clinical Director of Behavioral Health Services
Group/FLSA Status:	Program Specialist / Non-Exempt
Revised:	11/24/2015

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The Board Certified Assistant Behavior Analyst (BCaBA) monitors the implementation of procedures based upon the principles of Applied Behavior Analysis (ABA) which may include but are not limited to the following: data collection, conducts preference assessments, assists with development, implementation, and evaluation of behavior intervention plans, assist in teaching communication, academic and social skills programs and assist with descriptive and systematic (e.g., analogue) behavioral assessments. The BCaBA must work under the direct supervision of a Board Certified Behavior Analyst (BCBA).

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Implements skill acquisition and behavior reduction programs and data collection procedures as directed by the BCBA.
- Implements appropriate assessments and behavioral intervention methods for use in unfamiliar situations and for a range of cases;
- Provides feedback on behavioral assessments, interventions, and strategies;
- Provides technical support and in-service training programs for teachers and other staff on applied behavioral analysis, including discrete trial training, establishing classroom schedules, overall classroom management, data collection, and the implementation of specific instructional and behavioral strategies in the students' natural environment;
- Consults and provides parent and staff training to support intervention plans at school and in the home and community;
- Provides regular treatment integrity checks to ensure ongoing compliance with implementation of behavior plans;
- Serves as a liaison between school and other agencies;
- Submits data for third-party billing as required;
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- Comprehensive knowledge of the principles and practices of a Board Certified Assistant Behavior Analyst;
- Comprehensive knowledge of crisis intervention;
- Ability to demonstrate confidentiality;
- Ability to establish and maintain effective working relationships with students, parents, school staff, administrators, and outside agencies;
- Ability to handle a variety of assignments or problems independently;
- Ability to apply a variety of procedures and policies;
- Ability to collect, read, summarize, compare, and apply data;
- Ability to communicate effectively and professionally, both verbally and in writing with students, parents, school staff, administrators, and other agencies;
- Ability to present to small groups and large groups;
- Ability to write clearly and concisely;
- Ability to use modern office equipment, technology, and related software.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Bachelor's Degree;
- Moderate experience in a job related field.

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Board Certified Assistant Behavior Analyst Certification (nationally certified) preferred;
- Valid Driver's License.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under supervision of the Behavior Analyst Supervisor;
- May provide oversight to Registered Behavior Technicians.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- Considerable business travel is required;
- Work may require long hours including early morning, evening, and weekend activities;
- Work is performed during the traditional school year and may include some additional days during the summer;
- This is sedentary work requiring the exertion of up to 25 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.