

BCBA Coordinator

Dept/Div: Special Education/N/A

FLSA Status: Exempt

General Definition of Work

Performs difficult professional work overseeing the operations and staff of the behavior analytic team, facilitating the utilization of evidence-based and promising practices regarding behavior analytics, supporting and coordinating district-wide behavior analytic systems, policies, and supports, collaborating in the creation and maintenance of behavioral MTSS within the district and member districts, and related work as apparent or assigned. Work is performed under the limited supervision of the Director of Social/Emotional Learning and Support.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Provides clinical direction of behavior analytic services; coordinates peer review processes, internal consultation, professional development, and mentorship of new employees.

Oversees the allocation of behavior analytic services throughout the District; coordinates allocation of services with the Intake Coordinator, District's Threat and Safety Teams, and other district leadership as appropriate.

Provides direction and leadership for district initiatives, procedures, and data systems including restrictive procedures, FBA manual, and tier 1 supports.

Oversees staff training including district-wide supports for positive behavior supports and teaching of replacement skills.

Conducts evaluations of Board Certified Behavior Analysts.

Knowledge, Skills and Abilities

Comprehensive knowledge of applicable district policies, practices and procedures; comprehensive knowledge of education processes and best practices; comprehensive knowledge of Functional Behavior Assessments; comprehensive knowledge of Positive Behavior Support Plans, comprehensive knowledge of State and Federal Statutes and Rules regarding Special Education and Restrictive Procedures; comprehensive knowledge of Behavioral and restrictive procedure data; comprehensive knowledge of Professional and Ethical Compliance Code for Behavior Analysis; comprehensive knowledge of District Procedures, particularly those regarding FBAs, PBSPs, and restrictive procedures; comprehensive knowledge of charts and graphs using behavioral data; comprehensive knowledge of Procedures related behavior analytics; comprehensive knowledge of reports regarding development and implementation of behavior analytics districtwide; comprehensive skill operating standard office equipment and applicable hardware and software; general skill operating standard database systems; general skill in accounting software, Spedforms, and Infinite Campus; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to establish and maintain effective working relationships with Assistant Directors/Principals, Board Certified Behavior Analysts, Deans of Students, Director of Social Emotional Learning, Executive Director, and the general public.

Education and Experience

Master's degree and extensive experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires

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standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and exposure to bodily fluids; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Board Certified Behavior Analyst upon hire.

Completion of 8 hour supervision training for Registered Behavior Technicians upon hire.

Completion of Professional Crisis Management training within 3 months of hire.

Last Revised: 4/4/2023