

# Board-Certified Behavior Analyst

Dept/Div: Special Education/N/A

FLSA Status: Non-Exempt

## General Definition of Work

Performs intermediate professional work facilitating student interventions utilizing analytical methods and practices for behavioral change, supporting programmatic changes and individual approaches to student behavior issues, assisting staff to develop appropriate student intervention methods and approaches, and related work as apparent or assigned. Work is performed under the limited supervision of the Assistant Director of Special Education.

## 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

Designs and supervises the implementation of behavior analytic interventions with staff and students.

Supports crisis response, including facilitation and participation in problem solving team and support team meetings.

Conducts behavioral assessments and provides behavior analytic interpretations of the results to parents, school staff, and related community providers.

Consults and provides staff training to support intervention plans as well as observes and evaluates implementation of behavior plans.

Develops data collection systems and analyzes data to evaluate effectiveness of intervention plans and recommends changes to plans as needed to improve student responding.

Attends intake meetings and applicable Individualized Education Program (IEP) meetings.

Provides professional development for staff on Applied Behavior Analysis principles and techniques.

Attends workshops, conferences, and other educational opportunities in order to facilitate continued learning within the field of Applied Behavior Analysis as it is related to school-based Applied Behavior Analysis.

Conducts file reviews to promote a collaborative approach.

Collaborates with the whole Board-Certified Behavior Analysts' team and provide mentoring.

## Knowledge, Skills and Abilities

Thorough knowledge of applicable District policies, practices and procedures; comprehensive knowledge of District practices regarding functional behavior assessments; thorough knowledge of due process procedures; thorough knowledge of area of specialty; thorough knowledge of neuropsychological evaluations and mental health diagnostic assessments; thorough knowledge of disability categories and impact on educational placement; thorough knowledge of behavioral and assessment data management; ability to develop and present ideas effectively orally and in written form; skill in identifying the behavioral management needs of individuals and/or groups and developing appropriate analysis methods for application in an academic environment; ability to develop and maintain constructive and cooperative working relationships with others; ability to maintain confidential files and information and to compile reports; ability to deal effectively with students and teachers; ability to operate standard office, word and data processing equipment; ability to establish and maintain effective working relationships with District leadership and staff, member district representatives, licensed professionals and paraprofessionals, parents and guardians.

## Education and Experience

Master's degree with coursework in applied behavioral analysis, or related field and moderate experience in academic behavioral analysis and student behavior management, or equivalent combination of education and experience.

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## **Physical Requirements**

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and reaching with hands and arms and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions and exposure to bloodborne pathogens and/or bodily fluids and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

## **Special Requirements**

Possession of Behavioral Analyst Board certification upon hire.

Obtain Crisis Intervention Training within six months of hire.

Completion of 8-hour training on supervising behavior analytic staff within six months of hire.

Valid driver's license in the State of Minnesota.

Last Revised: 4/28/2023