



## **BOARD CERTIFIED BEHAVIOR ANALYST (BEHAVIOR SUPPORT SPECIALIST)**

### **Qualifications:**

1. State licensure or ability to obtain required licensure
2. Teaching experience
3. Bachelor's Degree in Special Education, Psychology, or related field
4. Experience working with students with behavioral and emotional issues
5. Ability to plan, organize, provide leadership, and work collaboratively with other teams
6. Flexibility is necessary as schedule may vary
7. Local travel required
8. Such other alternatives to the above qualifications that the Board may find appropriate and acceptable.

### **Preferred Experience:**

1. Master's Degree in Special Education, Psychology, or related field
2. Experience working with students in an educational and/or counseling setting
3. Experience working with families
4. Training in positive behavior support, de-escalation, and crisis management
5. Knowledge on social and emotional learning research, evaluation, strategies, theories, techniques, and methods of instruction

**Reports to:** Supervisor of Special Services/Building Principal

**Job Goal:** To provide social, emotional, and behavioral services in Preschool through 12<sup>th</sup> Grade

### **Duties and Responsibilities:**

1. Conduct functional behavioral assessments
2. Design, implement, and monitor behavior intervention plans and evaluate efficacy
3. Consult with teachers, administrators, and other staff regarding behavioral management
4. Maintain records
5. Consult with parents and guardians
6. Ability to communicate effectively with teachers, administrators, and parents
7. Ensure all services are performed in accordance with state laws and regulations
8. Perform other BCBA duties/responsibilities required by the programs and within the scope of licensure and/or certification
9. Work directly with students regarding their behavioral goals and implementation of behavior intervention
10. Facilitate communication between students and/or parents and with teachers and/or other personnel for the purpose of developing and implementing visual supports, reinforcement, behavior plans and interventions., solving programs, and/or resolving conflicts
11. Provide student behavior/wellness check-in/check-outs (for an individual student and/or a group of students)
12. Provide school-wide character building lessons/activities (including lessons given to the entire school regarding SEL, character building lessons and/or activities)
13. Develop lesson planning for small group instruction/ classroom lessons that deal with subjects such as social skills, family ties, mindfulness, gender issues, emotional regulation, etc.

14. Implement SEL programs and activities within designated implementation site(s) utilizing the framework of the Clayton model and deliver evidence-based practices as outlined in the approved MOU with the NJ Department of Education. Adapt programming for changing circumstances and for virtual use, as needed
15. Participate as requested in preliminary discussions and planning meetings with school contacts (PIRT, I&RS, 504, CST) and support the implementation of evidence-based practices to promote positive youth development and academic achievement
16. Maintain detailed records of all services provided utilizing approved Record of Services template provided
17. Assist with scheduling, facilitation, and content development of professional development workshops and presentations (both in-person and virtual) for partner school staff, parents/guardians, and community members related to SEL topics
18. Administer surveys and questionnaires to evaluate various aspects of program performance and collaborate with the Water Rand Institute to use data to guide future programmatic efforts
19. Work closely with schools and partner agencies to establish meaningful connections and a positive culture
20. Always maintain professionalism and positively communicate the mission of the Clayton Model
21. Perform other duties within the scope of employment and certification as assigned by the appropriate administrator.

**Terms of Employment:** As per agreement with the Board of Education

**Salary:** Based on the Board-approved rate  
Grant-funded/hourly rate  
Part-time, grant-funded up to 28 hours per week for 40 weeks

**Evaluation:** Performance of this position shall be evaluated in accordance with Board policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**Adopted: December 21, 2021**