



Job Description

- JOB TITLE:** Board Certified Behavior Analyst (BCBA)
- JOB SUMMARY:** Responsible for the completion of all adaptive, emotional, and developmental evaluations to assess abilities and develop learning and behavioral strategies for students. Provide consultative services to families, staff, and community members to support and promote students' success
- EDUCATION:** Doctorate's or Master's Degree with an active certification as a Board Certified Behavioral Analyst (BCBA).
- EXPERIENCE:** Two years of experience working with children with significant and multiple disabilities in applied settings developing and implementing behavioral interventions and teaching programs.
- PHYSICAL REQUIREMENTS:** Free of restrictions that would limit the use of the hands as it relates to computer operation, with or without reasonable accommodation and or mechanical devices, and the ability to stand, walk, sit, lift, carry fifty (50) pounds, and accomplish physical management of students consistent with CPI training. Includes some local travel.
- OTHER REQUIREMENTS:** Valid driver's license, Obtain and maintain certification in First Aid, CPR. Participate in professional development as determined by supervisor.
- ACCOUNTABILITIES:**
1. Participates in activities of personnel engaged in providing behavioral services to students in collaboration with student's IEP team; develops individualized behavioral treatment programs that meet standards of accreditation. Assists with utilization of staff with regard to behavioral needs of students; and provides intervention to students.
 2. Completes all documentation, including daily notes, Medicaid documentation, and units of service billing.
 3. Reviews reports, case management discussion, and procedural guidelines to assess the need for behavioral services. Interviews and/or observes new and existing students, that present difficult and complex behavior problems and assesses their behavioral treatment needs. Meets with families, caretakers, and sending district staff upon referral, for ongoing treatment, and aids in all student transitions within MSNE and to the community, as appropriate or driven by age, in collaboration with IEP team members.
 4. Within the bounds of certification / licensure, conducts testing and evaluation of students and re-evaluation of present students in behavioral, emotional, developmental domains. Collaborates with parents, districts, and professional staff to help develop comprehensive program of therapy, evaluation, treatment, and goals and objectives to be included in IEP and Treatment Plans. Collaborates with primary care physicians and other related clinicians treating students outside of the school setting.
 5. Targets socially significant behaviors when developing plans for skill acquisition and behavior reduction.
 6. Participates in staff conferences to evaluate and plan treatment programs.
 7. Provides training programs for all staff, as appropriate. Ensures that restraint procedures utilized by staff are consistent with best practice and safe management strategies.
 8. Performs reliability checks on data collection and intervention implementation to ensure consistency and to accurately report on student progress.
 9. Graphs and analyzes behavioral data to inform treatment decisions.
 10. Completes and submits required documentation for each individual assigned.
 11. Communicates any educational, behavioral, or family concerns to immediate supervisor in a timely manner.
 12. Keeps abreast of developments and research in the field of behavior analysis and shares with colleagues.
 13. Supervises BCaBA's as necessary; receives and maintains continuing education for supervising RBT's and BCaBA's; keeps abreast of changes to supervision requirements; timely with documentation of supervision that is in accordance with both the BACB and Monarch School.
 14. Within the bounds of certification / licensure, provides rehabilitative assistance oversight of Teacher Assistants and Paraeducators per NH Medicaid to School regulations.
 15. Attends monthly staff meetings and staff training sessions / days.
 16. Performs other duties as may be assigned by supervisor.
- SUPERVISOR:** Director of Related Services
- WORK SCHEDULE:** Compensation is based on 7 hours per day, 207 days per year.

ACKNOWLEDGEMENT: I have read and understand the job description. Date: _____

Signature: _____ Printed Name: _____