Core Educational Cooperative
Core Educational Cooperative Job Description and Requirements **Behavioral Analyst**

A. Educational Level
Master's Degree or higher
Acceptable graduate degree from an accredited university, completion of acceptable graduate coursework in behavior analysis, and a defined period of supervised practical experience to apply for the BCBA exam. Certification following BCBA exam

B. Certification
BCBA credentials through the Behavior Analyst Certification Board

C. Supervise
Children birth to 21 years old
Registered Behavior Technicians within CORE member school district

D. Physical Requirements
The position requires good physical skills in hand-eye/mind-eye coordination and hearing. Use of wrists, hands, and fingers in keyboarding and typing is required. The ability to effectively communicate verbally and in writing is required. At times the position will require carrying and lifting equipment, filing, stooping, sitting, standing, and walking. Possess the physical ability to perform all the essential functions and duties identified in the job description. The ability to drive a car is required.

E. Other Requirements
Excellent oral and written communication skills required. Demonstrate skills in human relations, leadership, and conflict management. Demonstrate competency with computers, use of word processing, spread sheets, and data entry. Demonstrate ability to work well with others. Ability to work with mathematical concepts such as probability and statistical inference, and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to collect and analyze student data. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

F. Essential Skills, Functions, and Duties
1. Serve as an advocate for all children and youth.
2. Demonstrate knowledge of state rules and regulations regarding special education and related services.
3. Demonstrate knowledge of child development, assessments, treatments, and techniques used in the educational setting.
4. Demonstrate assessment and observation skills including interviewing, assessing, data interpretation, and functional skills in relation to the academic environment.
5. Schedule and conduct evaluations and screenings as needed.
6. Work with children with a wide range of disabilities (mild to severe to multiple disabilities).
7. Conduct Functional Behavior Assessments and write reports for students who have behavior concerns and are receiving supports or special education services.
8. Create and adjust plans for students who require specific behavior interventions.
9. Participate in building level intervention or IEP student meetings.
10. Collaborate with cooperative and district leadership to develop and modify BCBA programming as needed.
11. Direct work with students who present complex and challenging behaviors (case by case basis).
12. Provide professional development for certified and non-certified staff in service delivery, data collection, and general information regarding behavior analysis.
13. Participate in required and other job related professional development activities to improve or maintain certification/skills.
14. Provide intervention strategies and assessments to students with non-exceptional needs.

15. Consult with parents and school staff of students about design of management strategies that can be utilized at home and school to assist the child to reach his/her full potential.
16. Demonstrate consultation and collaboration skills with team, families, students and peers.
17. Consult/collaborate with individual teachers regarding behavioral concerns about students. Assist the teacher in establishing behavioral management programs and/or classroom modifications to accommodate the learning needs of their students.
18. Serve as a consultant to individual districts school support teams (each district may have a different term for this team) to provide pre-referral intervention alternatives.
19. Assist specialists (e.g. autism consultants, behavior specialists, occupational and physical therapist, speech language pathologists, etc.) in creating and delivering student supports.
20. Engage in professional development through membership in professional organizations, staff development, consulting, and research.
21. Engage in professional growth including continuous inquiry, professional development practices, application, and sharing of research based practices.
22. Understand and practice confidentiality with regard to the requirements set for in the Family Educational Rights and Privacy Act (FERPA).
23. Understand and abide by the Association for Behavioral Analysis ethical guidelines.
24. Complete paperwork to assist with billing and determining necessity of services within member schools.
25. Other responsibilities related to the position as assigned by the Core Director.

G. Work Conditions and Environment
Typically, work is conducted in comfortable classrooms, offices, and other appropriate school settings. However, some working areas are not climate controlled and may be subject to extremes in temperature and humidity. Varying degrees of travel is required for this position which may result in exposure to outside elements because of weather conditions.

H. Hazards
Some classrooms, offices, and school settings may expose employees to communicable diseases. Additionally, exposure to chalk dust, chemicals, fumes, stairs, etc. are potential hazards as are structural supports, equipment, materials and other overall environmental surroundings. Travel between schools and other school settings may cause exposure to hazardous driving and walking conditions due to weather conditions.

I have read and understand this job description and can fulfill the essential functions as listed. I understand I would report to the Core Director and receive guidance from District Superintendents, Principals, and Special Education Directors.

_____   _____
Signature   **Date**

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Print Name