

## ***JOB DESCRIPTION***

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Position Title: Behavior Analyst Department: Day School

Reports To: Supervisor of Instruction Effective Date: September, 2018

Executive Director Approval: \_\_\_\_\_ FLSA Status: Exempt

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **POSITION SUMMARY:**

Manage the design, implementation, and quality assurance of behavioral services for all day school students.

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### **ESSENTIAL JOB FUNCTIONS:**

- Develop curriculum in collaboration with leadership team. Develop and deliver training for instructional and clinical staff.
  - Evaluate students receiving services to develop appropriate behavior intervention plans. Collect and analyze data to measure the effectiveness of services delivered.
  - Provide on-going behavioral consultation both internal and external to the organization.
  - Identify, with the Lead Teacher, staff development needs; and collaborate with the Education Director to schedule and obtain resources for this training.
  - Review relevant research on behavior topics and special education to keep abreast of developments in the field.
  - Supervise staff or outside individuals during their internship for BCABA or BCBA.
  - Collaborate and train with related services staff internal and external of organization (e.g. Speech Pathologist, Occupational Therapist, Assistive Technology, etc.).
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### **ESSENTIAL JOB REQUIREMENTS:**

**EDUCATION** Master's degree in ABA or related field. Board Certified Behavior Analyst certification.

**EXPERIENCE** Minimum 2 years experience in delivery or administration of behavior analysis services for children. PDD and autism experience preferred.

**PHYSICAL REQUIREMENTS** Regularly required to walk, sit, reach with hands and arms, stoop, kneel, crouch, talk and hear. Frequently required to stand and occasionally run. After proper training required to physically assist or restrain students when necessary. Exposure to physical risk including but not limited to biting, hair pulling, kicking and spitting.

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**ADDITIONAL REQUIREMENTS**      Must undergo criminal background checks and child protective service registry check. Must also obtain TB screening upon employment. Will participate in training required by regulatory authorities.

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### ***LIMITATIONS AND DISCLAIMER***

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, students or other employees.

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 other job-related duties requested by their supervisor in compliance with Federal and State Laws.

*Matthew's Center is an Equal Opportunity Employer*