

JOB DESCRIPTION

Position Title: Behavior Program Specialist Department: Day School
Reports To: Behavior Analyst Effective Date: May 2012
Executive Director Approval: _____ FLSA Status: Exempt
Employee Signature: _____ Date: _____

POSITION SUMMARY:

Under the guidance, direction and supervision of a Board Certified Behavior Analyst (BCBA), the Behavior Program Specialist will be responsible for aiding in the BCBA's creation and implementation of clinical and educational services, in the mode of applied behavior analysis (ABA), for students being served at Matthew's Center Day School. The BPS will provide behavior consultation to teachers and teaching assistants in areas of behavior intervention. The BPS will also participate in and collaborate on regular staff development and training opportunities.

ESSENTIAL JOB FUNCTIONS:

- Assist BCBA in providing training on individual behavior plans, integrity checks, and overall staff fidelity.
 - Appropriately field questions from staff concerning implementation of behavior interventions.
 - Assist teachers and staff, responding accordingly during behavior crisis situations
 - Participate in monthly Behavior Analyst meetings reviewing student files and cases accordingly
 - Collaborate in the creation of and participate in regular staff development opportunities.
 - Stay current in regards to best practice and literature in the field of Applied Behavior Analysis.
 - Maintain regular, reliable and punctual attendance.
 - Learn and apply new information, knowledge and experiences in a timely manner
 - Effectively work within a team, collaborate, and communicate with members of the behavior services team as well as fellow staff at Matthews Center.
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ESSENTIAL JOB REQUIREMENTS:

EDUCATION Minimum of a Bachelor's degree in Psychology, Special Education, or related field. Master's degree preferred. Being certified or pursuing certification as a Board Certified Assistant Behavior Analyst (BCaBA) is preferred.

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KNOWLEDGE BASE	Understanding the basic principles of Applied Behavior Analysis and best practices relative to successful instructional strategies for individuals with Autism.
SKILLS	Ability to communicate both verbally and in writing with peers, staff, students/families, community groups in a clear and professional manner. Efficient time management, effective organizational and follow-through skills and appropriate attention to detail.
EXPERIENCE	Minimum 4 years of job related experience. 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.
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.

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.