

CAPE ELIZABETH SCHOOL DEPARTMENT
Job Description

TITLE: District-Wide Behavior Specialist (BCBA)

QUALIFICATIONS:

- Master's Degree in applied behavior analysis (ABA), psychology or education
- Current certification from the Behavior Analyst Certification Board (BACB)
- Experience working after BCBA certification, preference for experience in a public school setting and holding Maine educational certification either as a school psychologist (093) or special ed consultant (079)
- Must be able to obtain Maine Dept. of Education Criminal History Record Check (CHRC) approval

REPORTS TO: Director of Special Services

SKILLS:

- Effective written and verbal communication skills
- Extensive skills in behavioral assessment and positive behavior support plan development
- Extensive knowledge of data analysis
- Ability to work collaboratively within a team atmosphere
- Experience working with students with autism, emotional/behavioral disorders, and/or intellectual disabilities

PRIMARY RESPONSIBILITIES:

- Participate in weekly team meetings
- Co-teach/model social skills instruction
- Develop tools and work with staff to collect progress-monitoring data on behavioral goals
- Conducted functional behavioral assessments and write reports summarizing results
- Develop positive behavior support plans utilizing evidence-based interventions
- Assess a student's instructional needs and develop appropriate programming
- Train staff on positive behavior support plans and instructional programs and monitor fidelity
- Provide ongoing monitoring of student data and make programming adjustments as needed
- Assist in the development of a behavioral Response to Intervention system incorporating regular and special education students

TERMS OF EMPLOYMENT:

Applicable terms of the Cape Elizabeth Education Association agreement.

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EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Director of Special Services will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

CE School Board Approved: May 9, 2017