



## West Windsor-Plainsboro Regional School District

### Job Description

**Job Title:** Teacher Resource Specialist for Special Education-BCBA  
**Department:** Special Services  
**Report To:** Director of Special Services  
**Salary Guide:** WWPEA; 10 Month Contract  
**Prepared Date:** 14 December 2021

**Position Summary:** Develops and provides support for social skills and social thinking training as appropriate and necessary; provides consultation and training to teachers, instructional assistants and parents; services may include social skills groups, Functional Behavior Assessments and development of Behavior Intervention Plans.

**Qualifications:** Possession of a valid instructional certificate with the State of New Jersey and have extensive knowledge of special education, resources, and state-of-the-art practice. Successful teaching experience or equivalent experience required. Experience working with peers collaboratively in regard to professional development. A valid BCBA (Board Certified Behavior Analyst) Certification and *Handle with Care* training is required.

**Essential Duties:** The Teacher Resource Specialist for Special Education- BCBA has the duties and responsibilities, commonly associated with this position, which are performed directly or through the proper delegation of authority.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Write assessment reports based on initial assessment including behavior support recommendations programming strategies and tracking forms.
- Conduct Functional Behavior Assessments and write reports
- Develop Behavior Support Plans
- Develop data collection forms
- Train staff in implementation of Behavior Support Plans and recommended strategies
- Conduct staff training on topics in Applied Behavior Analysis

- Monitor and provide support for staff in use of behavioral strategies and procedures
- Collaborate with families in the development of behavior support strategies
- Train families in implementation of Behavior Support Plans and recommended strategies
- Review skill and behavior data on an agreed upon schedule (minimally monthly)
- Modify Behavior Support Plans and skill programs as needed
- Assist with development of materials for behavior support and skill training
- Coordinate/collaborate with members of the IEP team
- Help to facilitate the development of any necessary goals and objectives in coordination with IEP team
- Read, analyze, interpret, and synthesize behavioral data presented in order to write summary reports, ability to effectively present information
- and respond to questions of IEP team
- Define problems, collect data, establish facts to draw valid conclusions
- Performs such other tasks and assumes such other responsibilities as assigned.

### **TECHNOLOGY SKILLS**

Ability to be proficient in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, and Genesis Employee Portal.

### **EVALUATION OF PERFORMANCE**

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

### **PHYSICAL DEMANDS**

The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **TERMS OF EMPLOYMENT**

10 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

## **NEW JERSEY FIRST ACT**

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

## **AMERICANS WITH DISABILITIES ACT STATEMENT**

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

**The West Windsor-Plainsboro Regional School District** is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: 12/17/2021

Certified by: C. J. Comella  
Director of Human Resources