



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Board Certified Behavior Analyst (BCBA)-General Education
Department: Counseling, Health, and Wellness
Reports To: Director of Counseling, Health and Wellness
Salary Guide: Non-Affiliate G; 10 Month Contract
Prepared Date: 14 June 2022

Position Summary: Develops and provides support for social skills and social thinking training lessons 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: Extensive knowledge of special education, resources, and state-of-the-art practice. Successful teaching experience or equivalent experience required. Does not require an instructional certification issued by the New Jersey Department of Education. 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 and Responsibilities

- 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.
- Define problems, collect data, and establish facts to draw valid conclusions.

TECHNOLOGY SKILLS

Proficient in software applications pertinent to role, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, Raptor technologies, personnel database software, IEP software program, Genesis Employee Portal and Student Information System.

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

Physical Demands include the ability to remain in a stationary position when necessary, occasionally move about the building to access colleagues and/or supplies. Ability to operate a computer and/or other office machinery. Must be able to securely file confidential documents. Ability to communicate verbally, and in writing via technology devices or handwritten correspondence. 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 through an interactive process of determining essential duty task completion options.

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: 6/14/2022

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