



Upper Saddle River Schools
Upper Saddle River, NJ 07458

JOB DESCRIPTION

B.C.B.A-Board Certified Behavior Analyst

- I. Title:** B.C.B.A- Board Certified Behavior Analyst
- II. Qualifications:**
- *Master's Degree in either ABA, Psychology, Education or related field from an accredited college or university
 - *Board Certification from the Behavior Analyst Certification Board (BACB Board)
 - *Direct experience training ABA instructors, teachers and staff in utilizing discrete trial instruction through the use ABA methodology
 - *Direct experience with students who have profound challenges in the areas of behavioral regulation, hygiene and self-help, attention and engagement, and learning.
 - *Required criminal history check and proof of U.S. Citizenship or legal resident alien status
 - *Such alternatives to the above qualifications, as the Board may find appropriate.
- III. Primary Function:** Provides assistance to ABA instructors, teachers and staff in order to train them in providing students with discrete trial instruction, through the use of ABA methodology for students with autism
- IV. Reports to:** Director of Special Education (primary evaluator)
School Principal (secondary evaluator)
- V. Major Duties and Responsibilities:**
- Assist in the development, implementation and evaluation of instructional and treatment programs
 - Assist in problem solving individualized skill acquisition and treatment programs for which data do not indicate a change in the desired direction
 - Assist in the review of learner's program data book
 - Conduct learner observations in the classroom and community
 - Assist in the coordination of POP (Parent Outreach Program) services
 - Adhere to the ethical code as defined by the BACB board
 - Assist and/or conduct in-service trainings

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- Supervise and coordinate all team members who are providing services to students on school and home programs
- Work in consultation capacity within the schools in conjunction with administrators, child study team members, teachers and other school personnel
- Conduct staff meetings (within the ABA classrooms)
- Conduct trainings of newly hired personnel
- Participate in or conduct parent meetings and trainings
- Conduct functional behavior assessments
- Provide a proactive approach to behavior management by providing staff training in methods and strategies to facilitate and promote appropriate behavior
- Develop effective behavior plans that are appropriate to the public school settings
- Conduct classroom observations to identify functions/antecedents of behavior
- Collaborate with other service providers to ensure the use of scientifically based treatments (e.g., related services and/or special area teachers)
- Certified trainer in Handle with Care and train instructional personnel in the verbal de-escalation and physical restraint procedures
- Intervene in crisis situations directly with students and consults with school personnel
- Serve as a resource to district personnel by providing support, training and direction to teachers, paraprofessionals, ABA therapist and related service providers- addressing skill acquisition and behavior reduction
- Coordinate and assist in the creation of policies and procedures for the ABA classroom which may include but is not limited to procedures for data collection, graphing, when to request assistance, conducting teacher meetings and Handle with Care Protocols

VI. Terms of Employment:

1. **Work year** Ten months and includes all student-present days plus:
 - i. Two days for **new staff** for orientation prior to school opening
 - ii. Attendance at all district all-staff meetings including opening year meeting and other district all-staff meetings as called by the superintendent
 - iii. One professional development day, if requested
2. **Work day:** 7:45 a.m. – 3:10 p.m.

VII. Compensation and Benefits

1. Salary: Annual salary increase will be determined annually by the Board of Education.
2. Health benefits options are those available with district provider
3. Available leaves annually for full time, 10 month employees
 - i. Sick days: 10 (cumulative)
 - ii. Personal days: Allowed 2 per year with prior approval from supervisor. As much advance notice as possible of the request to take personal time will be given. Any unused personal days will be converted to sick days and carried over into the next year.
 - iii. Family illness days: 3 for illness in the immediate family

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1. Immediate family consists of employees' spouse, son, daughter, mother, father, sister, brother, state-certificated domestic partner, grandchild, and all corresponding in-laws, or any other member of the household in which the employee lives.
- iv. Death in Immediate Family: Death in the immediate family, limit five (5) working days absence within the five-day period immediately following the day of death without loss of pay.
 1. Immediate family, for purposes of this section, includes employee's spouse, child, parent, brother, sister, grandparents, aunt, uncle, cousin, state-certificated domestic partner, grandchild, all corresponding in-laws, and any other member of his/her immediate household.

VIII. Evaluation: Annually by the Director of Special Education.