

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Supervisor - Behavior Analyst
Department/Site: Health and Wellness
Reports to: Director of Health and Wellness

Classification: Classified Supervisory
Salary Schedule: Supervisory
Salary Range: 13
FLSA: Exempt

PURPOSE STATEMENT

Under general direction, this position will provide direct services and consultation to students, staff, and parents/guardians in order to provide support and professional learning in appropriate behavior intervention techniques. Provide positive ways for working successfully with students who have difficulties conforming to acceptable behavioral patterns; provide analysis services and behavior management plans for students; conducts assessment and plans that conforms to applicable California statutes and regulations; supervises and directs Behavior Intervention Technicians.

ESSENTIAL FUNCTIONS

- Conducts functional behavioral analyses and functional analysis assessments for individual students.
- Develops materials and provide resources and professional learning to administrators, educators, paraprofessionals, and parent/guardians in Applied Behavior Analysis (ABA), Crisis Prevention Institute (CPI), Discrete Trial Training (DTT) and/or other evidence-based methodologies related to addressing the needs of students that are experiencing behavioral difficulties.
- Participates in the planning of the development and implementation of programs, policies, and best practices related to instruction using the principles of Applied Behavior Analysis (ABA).
- Responds to crises when appropriate, manage assaultive behaviors, e.g., Nonviolent Crisis Intervention (CPI).
- Provides training for teachers, paraprofessionals, and other staff on behavioral analysis, data collection and effective practices regarding positive behavior support, and work with students who exhibit inappropriate behaviors.
- Plans, organizes, and directs Behavior Intervention (s) in compliance with district, state, and federal guidelines.
- Trains, supervises, and evaluates assigned staff: interviews and select employees.
- Keeps abreast of current research and information in the areas of behavior management and provide in-service and training for teachers, specialist, paraprofessionals, and other staff in areas related to behavior management strategies, avoidance of aversive techniques, and managing assaultive behaviors.
- Provides technical assistance in service tracking of behavioral support services so that services are accurately documented.
- Provides technical assistance regarding the integration of positive behavior supports in all instructional initiatives.
- Collects data and prepare a variety of reports for the purpose of documenting case history, assessments and collecting and analyzing behavioral progress monitoring data.
- Travels from site to site, work schedule will need to be flexible and/or performs necessary home visits for providing direct treatment, consultation, and collaboration for students and families.

OTHER FUNCTIONS

- Performs other duties as assigned which are related, or logical in assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic principles of child behavior and development
- Basic concepts of child growth and development
- Developmental behavior characteristics
- Behavior management strategies and techniques relating to pupils who experience frequent maladaptive behaviors
- Accurate record-keeping techniques
- Operation of a computer and data entry techniques
- Routine record keeping and data collection techniques, methods and techniques of data analysis
- Interpersonal skills using tact, patience and courtesy

Skills and Abilities to:

- Schedule and supervise Behavior Intervention Technician(s).
- Demonstrate understanding, patience, and receptive attitude toward students of varied age groups
- Model appropriate behavioral interventions and provide support to other staff members
- Learn behavior intervention strategies and procedures such as identifying antecedents and consequences of behavior
- Establish and maintain cooperative and effective working relationships with a diverse range of people
- Modify instruction techniques or methods to meet the needs of the students
- Communicate effectively, both orally and in writing
- Meet schedules and timelines
- Operate a computer terminal to enter data, maintain records and generate reports
- Learn new or updated computer systems/programs to apply to current work.
- Communicate using patience and courtesy in manner that reflects positively on the organization.
- Actively participate in meeting District goals and outcomes.
- Apply integrity and trust in all situations.
- Learn district organization, operations, procedures, policies, objectives, and goals.

RESPONSIBILITY

Responsibilities include; working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 50% walking, and 40% standing; the job is performed in a generally hazard free environment and in a clean atmosphere.

MINIMUM QUALIFICATIONS

Experience: Three years of experience in completing comprehensive functional behavior assessments and behavior support plans, which includes supervisory experience, and serving individuals that exhibit inappropriate behavior or explosive behaviors.

Education:

Masters' degree from an accredited university and/or college with major coursework in Human Services, Psychology or in a related field is required.

Required Testing:

- Pre-employment Proficiency Test

Continuing Education/Training

- Maintain as needed

Certificates/Licenses

- Valid CDL
- DOJ/FBI Background Clearance
- Board Certified Behavior Analyst (BCBA)
- Nonviolent Crisis Preventive Intervention (CPI)

Clearances

- DOJ/FBI Background
- TB Clearance