



Position Description

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| Title: Board Certified Behavior Analyst (BCBA) | | |
| FLSA Class: Exempt | EEO Category: Professionals | WC Class: 8861 |
| Job Title # 1000140 | Salary Grade: E2 | |
| Date Approved: May 3, 2017 | | |
| Revision Date: | Revision: | |

Purpose of Position

Responsible for developing and monitoring behavior change programs with clients. The BCBA may perform daily duties including, but not limited to, conducting individual behavior therapy sessions, staff training, cottage and classroom support, behavior treatment planning, behavioral assessments including functional analyses, and running specific behavioral protocols. The BCBA works directly with teachers, youth care specialists, therapists and parents in provision of services to clients. External contacts include parents/guardians and school and referral agency personnel. Expected communication includes a discussion of the needs of the child as well as their progress. This salaried exempt position reports to the CPO of Education or designee.

Major Duties (*Essential Element)

- Review Behavior Improvement Plans
- Provide individual behavior therapy
- Conduct Assessments including Functional Analysis
- Provide training to staff on concepts/principles of ABA as needed
- Provide additional training and feedback to staff in the area of behavior management
- Collect and analyze data for identified cases on a monthly basis to determine revisions/new programming needed.
- Complete Monthly graphs, quarterly reviews, annual reviews, BIP and assessments as needed.
- Conduct direct observation of program implementation and provide feedback.
- Conduct training for family members and school personnel to increase consistency and generalization across environments

Working Conditions

Millieu environment. Working environment generally favorable. Lighting and temperature adequate and there are no hazardous or unpleasant conditions caused by noise, dust etc.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand for a reasonable length of time typing and reading. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

As applicable

Supervisory Responsibility

As applicable

Qualifications

Strong customer service focus, excellent time management, oral and written communication skills. Requires analytical ability necessary to handle moderately complex administrative details such as preparing reports. Independent judgment is required to plan, prioritize and organize a diversified workload with attention to detail. Must be proficient in Word, and email applications.

Required Education and Experience

Credentialed as a Board Certified Behavior Analyst

A master's degree in a human service field.

A valid class E Missouri driver's license and a good driving record are required due to need to transport children

Preferred Education and Experience

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name: _____ Date: _____

Employee signature: _____