

WATCHUNG BOROUGH SCHOOL DISTRICT  
JOB DESCRIPTION

**TITLE: BEHAVIOR SPECIALIST**

**REPORTS TO:** Director of Special Services

**QUALIFICATIONS:** New Jersey Department of Education Instructional License and/or Educational Services Certificate.

1. Masters Degree with a major in special education, psychology, or related field.
2. Successful experience with Applied Behavior Analysis and Positive Behavior Supports.
3. Experience working with teachers, students, and parents.
4. Such additional or alternative qualifications as the Board of Education may deem appropriate.

**JOB GOAL:** The Behavior Specialist provides staff and parents with the knowledge and skills essential for helping students make positive social and behavioral adjustments in school. The Behavior Specialist holds knowledge and skills necessary to assist individual students, groups of students, staff, and families through the application of positive behavior supports and the implementation of the principles of Applied Behavior Analysis. The Behavior Specialist conducts Functional Behavior Assessments (FBAs) and develops Behavior Intervention Plans (BIPs) that support students in developing behaviors that increase their academic performance and social interactions. The Behavior Specialist supports staff and schools in implementing behavior management strategies and systems.

**PERFORMANCE RESPONSIBILITIES:**

1. Implement all school and district-wide rules, regulations, and board policies.
2. Demonstrate an awareness of and commitment to the district's philosophy of education.
3. Cooperate with co-workers and administration in helping to foster a positive public image of our programs and practices.
4. Provide improved ways and means to achieve program objectives.
5. Prepare and submit required reports on programming recommendations.
6. Provide programming services which translate diagnostic findings and team recommendations into instructional realities.
7. Design and oversee implementation of situational appropriate crisis prevention and intervention plans as well as constructive classroom management techniques.
8. Evaluate the effectiveness of behavior management plans.
9. Oversee programming within the district in order to ensure consistency, quality, and appropriate practice.
10. Assist the administration in implementing all policies and/or rules governing student life and conduct, and, for the classroom, assist in the development of reasonable rules of classroom behavior and procedure.

11. Assist in the development of the district library through the recommendation for purchase of books and professional resource materials relevant to the use of applied behavior analysis in the classroom, behavior modification procedures, and skill acquisition.
12. Develop discrete trial educational programs and determine discrete trial curriculum.
13. Develop a district-wide system for behavior consultations.
14. Develop data collection forms and methodologies for the district.
15. Develop an Applied Behavior Analysis manual for staff.
16. Assist in the development of social goals for students and train staff to implement social skills programs.
17. Advocate for appropriate programs and services for students who are eligible for special education and related services by articulating with colleagues and parents.
18. Assist and participate with the Child Study Team, teachers, and parents in the development of individual education plans which reflect the individual needs, interests, and abilities of each student.
19. Develop, implement, and train staff on behavior modification plans.
20. Educate staff on topics such as prompting procedures, reinforcement procedures, shaping, chaining, generalization, photographic activity schedules, social stories, and augmentative communication systems.
21. Educate staff on the principles of Applied Behavior Analysis.
22. Advise staff on curriculum development in the areas of self-help, language, social skills, pre-academic and academic skills, pre-vocational and vocational skills and motor skills.
23. Educate teaching assistants in techniques for facilitating student independence and communication.
24. Consult with staff on topics including behavior management, classroom modifications, and appropriate inclusionary practices.
25. Advise staff on data analysis techniques including obtaining baselines, recording and collecting data, graphing and evaluating data.
26. Assist teachers in their understanding of the individual needs of students.
27. Participate in providing staff development activities for teachers to improve their skills in behavior management strategies.
28. Serve as a resource to staff and parents on topics related to Applied Behavior Analysis.
29. Provide ongoing consultation to staff and parents regarding situational appropriate behavior management plans and practices.
30. Conduct student observations in order to evaluate students' strengths and weaknesses.
31. Be available to the classroom whenever a crisis situation occurs in order to provide emergency intervention.
32. Work with students within a consultation framework and a behavior management focus.
33. Monitor and assess the progress of students on a regular basis and communicate through student conferences, parent conferences and established reporting procedures.
34. Conduct parenting groups/parent training workshops.
35. Conference with parents concerning specific behavioral situations involving their children.

36. Demonstrate a commitment to professional growth by participation in a variety of activities including, but not limited to, attendance at conferences related to the field of Applied Behavior Analysis and special education, in-service programs, graduate work and evidence of reading professional journals and publications.
37. Assume other appropriate professional responsibilities as may be delegated by the Director of Special Services.

**TERMS OF EMPLOYMENT:** Work year and salary to be determined by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with state law and provisions of the Board's policy on evaluation of certified staff.

**APPROVED:** July 20, 2020