

**Middletown Township Board of Education
Middletown, New Jersey 07748**

JOB DESCRIPTION

Title:	Board Certified Assistant Behavior Analyst (BCaBA)
Qualifications:	<p>BCaBA certification, including maintaining registration and renewal with Behavior Analyst Certification Board (BACB) required</p> <p>Bachelor's degree required</p> <p>CPI trained or willingness to train Ability to work cooperatively under the supervision of a BCBA (Board Certified Behavior Analyst).</p> <p>Commitment to ongoing training and development as it relates to clinical skills, ethics, technology, and training in order to fulfill professional role</p> <p>Knowledge of autism, behavioral disabilities, and developmental disabilities.</p> <p>Ability to establish a supportive and compassionate relationship with students with special needs</p> <p>Effective skills of problem solving, communications, organization, documentation, and interpersonal relations</p> <p>Required criminal history background check and proof of U.S. citizenship or legal resident alien status</p>
Reports To:	District Director of Special Education Director of Special Education Building Administrators
Job Goals:	Implement principles of Applied Behavior Analysis; provide behavioral support and skills instruction to students with autism, behavioral/ emotional disabilities and other developmental disabilities; provide supervision to Registered Behavior Technicians in accordance with the BACB; support paraprofessionals, collect data; assist with staff trainings; work under the direction of a BCBA
Performance Responsibilities:	<p>Work with school and district leaders, BCBA, case managers, teachers, related services providers and Registered Behavior Technicians to:</p> <ol style="list-style-type: none">1. Provide BACB required supervision of RBTs; provide training and support to RBTs.2. Review RBTs documentation, data, and session notes.

3. Oversee/support paraprofessionals working with students with behavioral plans/interventions.
4. Assist administration with assignment/scheduling of paraprofessionals.
5. Provide direct student instruction, and assist staff with implementation, in one-on-one and group settings, utilizing a combination of intensive teaching and natural environment teaching arrangements.
6. Collect, record, summarize, analyze, and interpret data on individual student progress and relevant program effectiveness.
7. Assist with staff training of student's individualized treatment and behavior change protocols through direct teaching, modeling, and fidelity checks.
8. Prepare and present in-service programs as assigned.
9. Assist with development of effective classroom management strategies; train/support teachers in implementation of classroom management strategies.
10. Maintain schedule of consultation/supervision with BCBA; seek additional consultation from BCBA when needed.
11. Consult with caregivers and/or representatives of community services or agencies as directed by BCBA and/or school administrators.
12. Communicate with case managers regarding students' programming and progress.
13. Follow all ethical/conduct guidelines as described by the BACB; meet all requirements of the BACB for continuing education and renewal and/or recertification requirements.
14. Perform any additional duties within the scope of his/her employment and certification as assigned by the Superintendent of Schools or designee.

Terms of Employment: Ten-month year
Salary and benefits per MTEA agreement

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy and State statute

Approved By: Board of Education

Date: