RSU No. 5 Durham ~ Freeport ~ Pownal
Board Certified Behavioral Analyst (BCBA) Job Description

QUALIFICATIONS:

1. Master's Degree in Behavioral Science, Applied Behavior Analysis, Psychology, or related field
2. National Certification as a Board Certified Behavior Analyst (BCBA)
3. Preferred experience working in a public school setting
4. Must be able to obtain Maine Dept. of Education Criminal History Record Check (CHRC) approval

REPORTS TO:

Director of Instructional Support/Building Administrators

JOB GOAL:

To support the continuous improvement of specialized programming and consult with school teams to support students demonstrating complex behaviors in other school settings.

PERFORMANCE RESPONSIBILITIES:

1. Maintains professional interactions with employees, colleagues, and outside agencies.
2. Designs, develops, and helps support the implementation of Positive Behavior Support Plans for students with identified behavioral/emotional disorders.
3. Communicates effectively with fellow staff, administrators, and parents.
4. Develops clear expectations for intake criteria, data collection, and progress monitoring.
5. Conducts Functional Behavioral Assessments at the request of the IEP team.
6. Delivers targeted professional development in areas of expertise.
7. Plans and oversees the development and implementation of programs, and best practices related to instruction using the principles of Applied Behavior Analysis.
8. Assists with student transitions from out of district placements to regular school programs.
9. Establishes and maintains effective interpersonal relationships with students, parents, general educators, special educators, school and district administrators, and community members.
10. Keep current with trends relevant to the field through coursework, conferences, workshops and current literature.
11. Performs other duties as may be assigned by the Director of Instructional Support and/or Building Administrator.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of work.
2. Follows health and safety procedures established by the system.
3. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
4. Demonstrates loyalty, dependability, integrity, and other ethical standards.
5. Follows chain of command for various administrative procedures or concerns.
6. Observes Board and school policy.
7. Meets and follows all State and federal laws and regulations.

EVALUATION:
Evaluated annually by the Director of Instructional Support with input from building administrators.

TERMS OF EMPLOYMENT:
Teacher contract. Salary and benefits to be established by the RSU No. 5 Board of Directors.

NOTE:
The above job description reflects the general requirements necessary to describe the principal functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee Name: _____

Employee's Signature: _____ Date:_____

Original to Personnel
File Copy to Employee
Adopted: 4.16.24