



**BEHAVIOR SPECIALIST
TEACHER ON SPECIAL ASSIGNMENT (TOSA)**

**JOB DESCRIPTION
June 6, 2025**

JOB SUMMARY

Supervise the development and implementation of educational programs for students with behavioral challenges. Coordinate and oversee the Applied Behavior Analysis (ABA) programs for students in a variety of settings: Preschool, regular and special education classes. Supervise, train and monitor paraprofessional teams to ensure student success. Collaborate with Individualized Education Program (IEP) teams and assist in the development of goals and objectives based on observation, assessment data and parent input. Ensure effective programming for students by observing, analyzing data and modifying curriculum and instructional strategies on a weekly basis. Conduct student progress meetings with parents, Instructional Assistants and IEP team members.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conduct ongoing training for regular education teachers, special education teachers and paraprofessionals regarding best practices for educating neurodivergent students and for managing challenging behavior.
- Assist general education teachers, special education support staff and school site teams with developing daily reports, behavioral schedules, social skills, and curriculum for special needs students in general and special education classrooms.
- Model teaching strategies and techniques for regular and special education teachers, school psychologists and support staff for students with autism and/or behavior challenges.
- Provide consultation and support for parents of students with autism and/or behavioral challenges in general and special education classroom and help to facilitate positive collaboration between parents and school site teams.
- Confer frequently with district special education support staff and administrators to provide needed services regarding best practices for educating students with autism and/or behavioral challenges.
- Attend IEPs, staffing, and student progress meetings of students with autism and/or behavioral challenges.
- Conduct student progress meetings with parents, paraprofessionals, and IEP team members.

- Conduct Functional Analysis Assessments (FBAs) and consult on FBAs conducted by other staff members when needed.
- Provide ongoing training to teachers and paraprofessionals in Applied Behavior Analysis and various methodologies.
- Inform staff of current trends/research in Autism Spectrum, related disorders, and neurodivergence.
- Provide parents with information regarding the nature of Autism and strategies for skill generalization into the home and community.
- Present an ongoing series of trainings regarding supporting challenging behaviors and Related Disorders on a district-wide basis.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Child growth and development.
- Educational expectations based on the California Content Standards.
- Theories of Applied Behavior Analysis (ABA.)
- Characteristics of Autism Spectrum and Related Disorders.
- Current research regarding methodologies, interventions, and treatment for various disabilities.
- Behavior management strategies and techniques relating to pupils who experience atypical behavior problems.
- A variety of methods of data collection and data analysis.
- Adult learning theory.
- District operations, policies, rules and regulations.

Ability to:

- Demonstrate an understanding, patient and receptive attitude toward students of varied age groups, particularly those exhibiting specialized needs.
- Train and provide leadership skills to other staff members.
- Appropriately manage student behavior and guide students toward more acceptable social behaviors.
- Utilize a variety of instructional materials and procedures to enhance a positive educational environment.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with children, parents and staff.
- Maintain regular and consistent attendance.

Education, Licenses and Other Requirements:

- Valid California Teaching or Pupil Personnel Services Credential.

- Board Certified Behavior Analyst (BCBA) Certification or a minimum of 5 years of successful, comparable professional experience with students with significant behavioral challenges.
- Expertise and experience in working with students with Autism Spectrum Disorder.
- Skilled in Positive Behavior Strategies.
- Excellent verbal and written English communication skills.
- Valid California Driver's License.
- Training in Crisis Prevention Intervention preferred.

Experience:

- Experienced in providing support/training to teachers, staff, and parents.
- Experienced in teaching students with significant behavior challenges, or supporting students with significant behavior challenges through a position requiring a PPS credential.

WORKING CONDITIONS

Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Daily contact with district and school staff.
- Constant interruptions.
- Travel among school sites.
- Moderate to high stress level.
- Moderate noise level.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

- Hearing and speaking to exchange information in person and on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Standing for extended periods of time.
- Bending at the waist, kneeling, or crouching to file material.
- Occasionally lift and/or move up to 25 pounds.

OTHER

- Possession of an appropriate, valid California Driver's License.
- Employee-provided transportation is required.

CLEARANCES

- California Department of Justice (DOJ) fingerprint clearance.
- Pre-employment physical examination and drug screen clearance.
- Current Negative tuberculosis (TB) clearance.

Board Approved: 06/10/2025