Board Approved: February 11, 2026
Salary Schedule: #254 Row 1

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: **BEHAVIOR SPECIALIST INTERN (Internal Candidates Only)**

JOB PURPOSE STATEMENT: Under the direction of the Director of Special Education and the Coordinator of Mental Health, the Behavior Specialist Intern works under the supervision of a Board Certified Behavior Analyst® (BCBA®) to assist in delivering Applied Behavior Analysis (ABA) services to students. The position focuses on implementing evidence-based behavioral interventions, collecting data, supporting family and staff training, and developing clinical competencies required for professional certification. This role provides hands-on fieldwork experience toward BCBA certification requirements.

JOB FUNCTIONS:

- Provide one-on-one and small-group ABA therapy to students with behavioral or developmental needs.
- Implement individualized behavior intervention plans (BIPs) under supervisor direction.
- Support students in achieving academic, social, and behavioral goals.
- Assist supervisors in conducting behavioral assessments and functional analyses.
- Contribute to the design, documentation, and evaluation of treatment and behavior plans.
- Implement intervention strategies as directed, ensuring fidelity and consistency.
- Collect, graph, and maintain accurate data on student behavior and treatment progress.
- Assist in reviewing and analyzing data trends to adjust intervention strategies.
- Participate in regular supervision sessions and case reviews with a certified supervisor.
- Observe, discuss, and reflect on behavior analytic practices to develop clinical competency.
- Engage in feedback and professional growth activities to enhance ABA skills.
- Support family members, educators, and paraprofessionals by modeling strategies and providing coaching under supervision.

- Collaborate effectively with interdisciplinary teams to ensure consistent application of behavioral supports.
- Works cooperatively as a member of the Special Education District Office Personnel.
- Assists in implementation of curriculum and program planning for students with disabilities.
- Perform other duties and responsibilities as required and assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, practices, procedures and techniques involved in the monitoring, analysis and treatment of students with behavioral challenges.
- Positive behavioral intervention techniques.
- Problems and concerns of students with varying needs. Theory and techniques of Applied Behavior Analysis. Development of positive behavior support plans.
- Curriculum, goals and objectives of the department. Record-keeping and report writing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a variety of office equipment including a computer and assigned software. Oral and written communication skills.
- Principles and practices of supervision and training. Applicable laws, codes, regulations, policies and procedures. Interpersonal skills using tact, patience and courtesy.
- Public speaking techniques.

ABILITY TO:

- Perform a variety of specialized duties in the monitoring, analysis and treatment of identified students with behavioral challenges.
- Collaborate with faculty, staff and families in the design, development and implementation of strategies, BSP's and BIP's to meet the educational needs of students.
- Train and help monitor the performance of support personnel.

- Observe and analyze student behavior in the classroom and assess classroom structure, curriculum requirements and existing behavior management systems.
- Provide consultation and technical assistance concerning behavior management strategies. Write detailed and concise BSP's and assist in the writing of BIP's.
- Develop, implement and conduct in-services and training sessions. Prepare and deliver oral presentations.
- Prepare and maintain a variety of comprehensive reports, records and files. Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others. Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with minimal direction. Plan and organize work.
- Interpret, apply and explain applicable laws, codes, regulations, policies and procedures. Operate a variety of office equipment including a computer and assigned software.

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment and effective manner

JOB QUALIFICATIONS:

Education and Experience:

- Master's Degree in psychology, education, behavior analysis, or a related field (required).
- Enrollment in a graduate program or certification pathway toward a BCBA
- One (1) year of successful experience in special education, specifically with students with

behavioral and/or mental health needs.

Credential and Licenses

- Ability to obtain a valid Board Certified Behavior Analyst (BCBA)
- Valid California Driver's License

EMPLOYMENT STATUS:
Classified Unrepresented