Board Approved: March 15, 2023
Revisions Approved: April 8, 2026
Salary Schedule: 264, 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**

JOB PURPOSE STATEMENT: Under the direction of Educational Services and/or Director of Special Education, the Special Education Behavior Specialist will provide consultation, support, and services to teachers, students, parents, administrators, and other personnel regarding the implementation of positive behavior interventions and special education services for students with disabilities who have behavioral needs (including, but not limited to autism and emotional disability).

JOB FUNCTIONS:

- Provides consultant and direct services to Special Education Teachers and other personnel who work with students with disabilities with behavioral challenges.
- Assists with design and implementation of programs for students with disabilities.
- Monitors implementation of state and federal regulations for students with disabilities and other behavioral disorders.
- Serves as liaison between the District and other agencies providing services to students with disabilities including, but not limited to, non-public schools, Riverside County SELPA, Department of Rehabilitation, County Office of Education, Regional Center, and Department of Mental Health.
- Conducts Functional Behavioral Analysis (FBA) Assessments and other assessments and psycho-educational assessments necessary to support the behavioral needs of students with disabilities.
- Provides workshops and consultation with parents of students with disabilities and behavioral challenges.
- Provides staff development activities to support teachers and paraeducators of students with behavioral needs.
- Works cooperatively as a member of the Special Education District Office Personnel.

JOB FUNCTIONS:

- Assists in implementation of curriculum and program planning for students with disabilities.
- Cooperates with public and private agencies, organizations, and professional personnel in securing and providing services for students with disabilities with behavioral needs.
- Assists with transitional and vocational 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.

KNOWLEDGE AND ABILITIES:

ABILITY TO:

- 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 Behavior Analysis, Education or Psychology
- Board Certified Behavior Analyst (BCBA) required
- Three (3) years of successful experience in special education, specifically with students with behavioral and/or mental health needs

Credential and Licenses

- Valid Board Certified Behavior Analyst® (BCBA®)
- Valid California Driver's License