

**SAN MATEO COUNTY OFFICE OF EDUCATION
REGULAR MEETING AGENDA OF THE
PERSONNEL COMMISSION**

Wednesday, July 9, 2025, at 4:00 p.m.

**California Suite
101 Twin Dolphin Drive
Redwood City, CA 94065
Meeting #639**

*The Personnel Commissioners will hold this meeting in person.
However, for those interested in attending remotely, you may register at:*

Join Zoom Meeting:

<https://tinyurl.com/2025pcm>

Meeting ID: 971 4988 0299

One tap mobile:

+16699009128,,97149880299# US (San Jose)

+16694449171,,97149880299# US

In accordance with Government Code § 54957.5 (b) (1), writings relating to a Personnel Commission meeting agenda item that are distributed to at least a majority of Commissioners less than 72 hours before a noticed meeting, and that are public records not otherwise exempt from disclosure, will be available for inspection at the Personnel Commission Office, 101 Twin Dolphin Drive, Redwood City, CA 94065 during normal business hours. In addition, such writings and documents may be posted on the Personnel Commission's webpage at <https://www.smcoe.org/about/personnel-commission/>

1. Call To Order

2. Roll Call:

- ☐ Commissioner Veronica Palmer
- ☐ Commissioner Annette Shreve
- ☐ Commissioner Karen Schwarz

3. Approval of Agenda – July 9, 2025

4. Approval of Meeting Minutes

- a) June 18, 2025

5. Board of Education/Superintendent Communications

6. Public/Employee Communications

Persons may provide comment at this time, and Personnel Commissioners will hear such comments but may not discuss nor act upon them unless and until the items appear on a posted agenda. To efficiently accommodate public comment for agenda items, please submit your question or comment online prior to the meeting using the following link:

<https://tinyurl.com/smcoepec>

Once you are acknowledged to speak, please state your name, your affiliation, and speak clearly into the microphone. Only one person may speak at a time.

7. Information & Discussion

These items are presented for information only. No action is required or permitted on any of these agenda items.

- a) Recruitment/Selection Activities and Staffing Report
- b) Personnel Commission Services Executive Director's Report
- c) Second Reading: Merit Rule 50.2 (D) Promotional & Open Competitive Examinations

8. Consent Agenda

- a) Approval of Eligibility Lists

9. Discussion & Action

- a) Request to Approve a New Classification and Salary Recommendation:
Supervisor, Behavioral Intervention Programs

10. Closed Session: Government Code section 54957 – Public Employee Discipline / Dismissal / Release (1 matter)

11. Reconvene to Open Session

The Personnel Commission will report any action taken during closed session.

12. Personnel Commissioners' Report

13. Next Meeting – August 13, 2025, at 4:00 p.m.

14. Adjournment

Special accommodations for persons with disabilities will be made available to the individual upon request of service with a three-day advanced notice. For further information please contact Facilities Services at (650) 802-5690; TCC (650) 802-5480. Members of the public may request to review materials related to the agenda items by contacting Personnel Commission Services at lkintanar@smcoe.org or (650) 802-5309.

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION REGULAR MEETING MINUTES

Meeting #638

Wednesday, June 18, 2025 – 4:00 p.m.

The Personnel Commission meeting was held in person at 101 Twin Dolphin Drive, Redwood City, CA 94065 with an option for attendees to join remotely via Zoom meeting platform:

Zoom Meeting Information:

<https://tinyurl.com/2025pcm>

Meeting ID: 971 4988 0299

One tap mobile:

+16699009128,,97149880299# US (San Jose)

+16694449171,,97149880299# US

Commission Members Present: Veronica Palmer, Commissioner
Karen Schwarz, Commissioner
Annette Shreve, Commissioner

Commission Staff Present: Randy Perez, Executive Director-Personnel Commission Services
Lycette Kintanar, Personnel Commission Analyst

Others Present:

Victoria Coverson-Baxter
Francesca D’Amato
Karina Du
Robert Fuertes
Christian Henriquez-Tant
Amanda Lee

Melissa Lozano
Rich Maldonado
Christian Morales-Aponte
Lauriene Mouton
Rosemarie Pozzobon
Guadalupe Rivas Jer

Dalma Sato
Nelson Sendino
Dennis Shreve
Lilya Sorensen
May Tran

1. CALL TO ORDER – 4:00 p.m.

2. ROLL CALL:

- a) Commissioner Veronica Palmer, present
- b) Commissioner Annette Shreve, present
- c) Commissioner Karen Schwarz, present

3. APPROVAL OF AGENDA

Action: A motion to approve the June 18, 2025, regular meeting agenda was made and seconded. Motion passed and agenda approved as submitted.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

4. APPROVAL OF MEETING MINUTES

Action: A motion to approve the May 16, 2025 regular meeting minutes was made and seconded. Motion passed and minutes approved as submitted.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

5. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS

None to report.

6. PUBLIC/EMPLOYEE COMMUNICATIONS

Laurie Mouton, *CSEA 887 President*, addressed the Personnel Commission. Ms Mouton expressed that CSEA is looking forward to celebrating the Juneteenth holiday and announced that CSEA has concluded its negotiations on classification and compensation. The tentative agreement will now go through CSEA's 610 process, which will be presented to its members for ratification in the coming weeks and is expected to be presented to the San Mateo County Board of Education in its July 16 meeting.

7. INFORMATION & DISCUSSION

a) Recruitment/Selection Activities & Staffing Report

Randy Perez, Executive Director-Personnel Commission Services, presented to the Commission his monthly update on classified recruitment and staffing report. No questions from the floor were brought forth regarding the monthly staffing report.

b) Personnel Commission Services Executive Director's Report

Mr. Perez addressed the Personnel Commission and congratulated the administration and CSEA for coming to a tentative agreement on the classification & compensation study. He is looking forward to establishing a classification review committee that will implement a regular review of classifications and pay structures.

c) First Reading: Merit Rule 50.2 (D) Promotional & Open Competitive Examinations

Mr. Perez presented to the Commission the proposed revision to Merit Rule 50.2 (D), Promotional & Open Competitive Examinations, for its first reading. The proposed revision aims to provide clarification regarding Promotional Eligibility Lists. The rule states that permanent employees that pass an examination, but do not obtain the required 80% score for placement on the promotional eligibility list will be placed on the open list in accordance with their ranking. Employees in probationary status may apply to simultaneous promotional and open recruitments, and if they pass the required examinations, they will be placed on the open competitive eligibility list in accordance with their rank.

Discussion ensued.

Commissioner Veronica Palmer recognized and thanked Ms. Mouton's question providing additional insight into the process and what the rule change would mean to employees interested in promotional opportunities.

8. CONSENT AGENDA

a) Approval of Eligibility List(s)

Personnel Commission action is requested to ratify the promotional eligibility list developed for the *Program Compliance Analyst* position classification in accordance with Education Code Section 45272.

Action: A motion to approve the ratification of the promotional eligibility list developed for the *Program Compliance Analyst* position classification in accordance with Education Code Section 45272 was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

9. DISCUSSION & ACTION

a) Request to Approve Six Month Eligibility List for Chief Technology Officer

Personnel Commission action is requested to approve the establishment of the eligibility list for the *Chief Technology Officer* classification for a period of six (6) months in accordance with Merit Rule 60.1.

Mr. Perez stated that in the November 2024 Personnel Commission meeting, the Personnel Commission approved his request to establish a six (6)-month eligibility list for all executive level classifications. Mr. Perez will be presenting each classification as the need to establish a six (6)-month eligibility list comes up.

Discussion ensued.

Action: A motion to approve the six (6)-month eligibility list for Chief Technology Officer was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

10. PERSONNEL COMMISSIONERS' REPORT

Commissioner Karen Schwarz complimented everybody on coming to an agreement on the compensation & classification study.

Commissioner Palmer shared her mixed feelings about artificial intelligence (AI). She is both concerned and optimistic about how AI will impact workplaces and families. She is actively learning and engaging in discussions about AI and urged everyone to start planning how to mitigate the consequences of widespread AI deployment and its social implications.

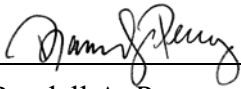
11. NEXT MEETING

The next Personnel Commission regular meeting is scheduled on July 9, 2025 @ 4:00 p.m.

12. ADJOURNMENT

Having no further business, Commissioner Veronica Palmer adjourned the meeting at 4:19 p.m.

Respectfully Submitted By:

A handwritten signature in black ink, appearing to read "Randall A. Perez", is written over a horizontal line.

Randall A. Perez

Ex-Officio Secretary to the Personnel Commission

**San Mateo County Office of Education
Personnel Commission
Agenda Item 7(a)**

Date: July 9, 2025

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Recruitment and Selection Update – JUNE/JULY

Recommendation:

Information item only.

Background:

Personnel Commission Staff presents the attached report for the Personnel Commission Services department's recruitment and selection activities from June 18 through July 8, 2025.

STAFFING REPORT – CLASSIFIED

June 18, 2025 through July 9, 2025

RECRUITMENT / TESTING IN PROGRESS – POSITIONS OPEN

Position	Division/ Department	Replacing	Date Opened	Date Closed	Written/ Perf Exam	Oral Exam	Cert List Date
Chief Technology Officer	BSD/ITS	Lorrie Owens	07/07/2025	08/08/2025	N/A	08/2025	TBD
Naturalist	ESD/OE	Emmanuel Bates	06/16/2025	06/30/2025	N/A	07/02/2025	07/03/2025
Financial Analyst	BSD/IBS	Erik Arteaga	06/09/2025	06/23/2025	N/A	07/01/2025	07/01/2025
Payroll/Retirement Audit Analyst	BSD/DBS	Heather Campagna	06/03/2025	06/11/2025	06/16/2025	06/18/2025	06/18/2025
Program Compliance Analyst	SELPA	New Position	05/29/2025	06/05/2025	N/A	06/10/2025	06/10/2025
Paraeducator, Court/Community Schools (<i>Repost</i>)	ESD/C&C	New Position	07/25/2024	03/25/2025	N/A	03/27/2025	03/31/2025
Paraeducator, Special Education (<i>Substitute</i>)	ESD/SPED	Multiple Positions	08/11/2023	04/07/2025	N/A	04/11/2025	04/16/2025

SELECTION / TESTING IN PROGRESS – POSITIONS OPEN

Position	Division/ Department	Replacing	Applicants	Met MQ's	Written/PE/ SR Pass	Oral Pass	Eligible Candidates
Chief Technology Officer	BSD/ITS	Lorrie Owens	<i>Ongoing</i>				
Naturalist	ESD/OE	Emmanuel Bates	11	11	N/A	7	7
Financial Analyst	BSD/IBS	Erik Arteaga	10	7	5	4	4
Payroll/Retirement Audit Analyst	BSD/DBS	Heather Campagna	5	4	1	1	1
Program Compliance Analyst	SELPA	New Position	3	3	N/A	3	3
Paraeducator, Court/Community Schools (<i>Repost</i>)	ESD/C&C	New Position	20	15	N/A	4	4
Paraeducator, Special Education (<i>Substitute</i>)	ESD/SPED	Multiple Positions	40	28	N/A	10	10

CERTIFICATION LISTS

Position	Date Sent	Division/Department
Naturalist	07/03/2025	ESD – Outdoor Education
Financial Analyst	07/01/2025	BSD – Internal Business Services
Payroll/Retirement Audit Analyst	06/18/2025	BSD – District Business Services

PROMOTIONS

POSITION FILLED	DIV. / DEPT.	FILLED BY	REPLACING
Program Compliance Analyst	SELPA/SELPA	Eugenie Victoria Do	New Position
Payroll/Retirement Audit Analyst	BSD/DBS	Spring Ho	Heather Campagna

STAFFING REPORT – CLASSIFIED

June 18, 2025 through July 9, 2025

TRANSFERS

POSITION FILLED	FILLED BY	Fr DIV. / DEPT.	To DIV. / DEPT.	EFFECTIVE DATE
None to report.				

RECLASSIFICATION

NEW POSITION	FORMER POSITION	FILLED BY	EFFECTIVE DATE
None to report.			

NEW EMPLOYEES – REGULAR

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
None to report.			

NEW ASSIGNMENT

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
None to report.			

RE-EMPLOYMENT FROM LAYOFF

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
None to report.			

REINSTATEMENT

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
None to report.			

NEW EMPLOYEES – LIMITED TERM/PROVISIONAL/SUBSTITUTE

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
Paraeducator, Special Education (Substitute)	ESD/SPED	Jasmin King	06/30/2025

SEPARATIONS

POSITION	DIV. / DEPT.	VACATING EMPLOYEE	REMARKS
Computer/Network Technician	BSD/ITS	Edmound Kalife	Retirement
Manager, Payroll Districts	BSD/DBS	Faith Kroeger	Retirement

STAFFING REPORT – CLASSIFIED

June 18, 2025 through July 9, 2025

Respectfully Submitted By:

A handwritten signature in cursive script, appearing to read "Randy Perez", is written over a horizontal line.

Randy Perez

Ex-Officio Secretary to the Personnel Commission

**San Mateo County Office of Education
Personnel Commission
Meeting Agenda
Item 7 (c)**

Date: July 9, 2025

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services



Subject: Second Reading – Merit Rule 50.2 (D)

Background:

Merit Rule 10.4 (C) states:

All proposals to amend, delete, or add to these rules will be presented to the Personnel Commission for a first reading. Proposals to amend, delete, or add rules shall not become final without a second reading, unless a critical emergency exists requiring that the Commission take immediate action to enact or revise a rule.

In an effort to provide promotional opportunities to classified employees that pass a Merit System examination, but do not achieve an 80% score for placement on the promotional eligibility list, the proposed language for Merit Rule 50.2 (D) clarifies the intent.

This agenda item is presented as a second reading. No action is required at this time.

1. Open Competitive
2. Promotional
3. Promotional and Open Competitive with the Promotional list taking precedence.
4. Merged (Dual Certification)
5. Continuous

B. Open Competitive Examinations: The entry level classification (class lowest in hierarchy within each job family) within the classified service shall always have an open competitive examination and veteran's preference points shall be allowed as specified in Rule 50.2:N. These examinations shall be open to all qualified applicants.

C. Promotional Examinations: Where an adequate field of competition exists within the Office, and examinations can reasonably be expected to result in three (3) qualified ranks of eligibles, the field of competition shall be limited to promotional applicants.

1. Promotional examinations shall be restricted to ~~probationary and~~ permanent employees of the Office and former employees on a valid reemployment list who meet the qualifications of the class.

~~2.1. While an employee is in probationary status, he/she may apply for any other classified position for which he/she is qualified. If the employee is admitted to the examination process and passes all examinations administered, he/she shall be placed on the Open eligibility list in accordance with his/her overall ranking, and his/her name shall be certified in accordance with the rule of three ranks. If the employee is selected off the Open List in accordance with these rules, the employee shall begin a new probationary period in the new classification.~~

~~3.2. To obtain placement on a promotional list, an employee must achieve a minimum score of 80 percent on each individual part of an examination, excepting performance tests which are scored on a pass/fail basis.~~

D. Promotional and Open Competitive Examinations: Where an adequate field of promotional applicants does not exist or there is doubt as to its adequacy, the Personnel Director may advertise the examination among employees and the general public.

1. This examination procedure shall result in a promotional and open eligibility list. The promotional list shall take precedence when certifying eligibles. When the promotional eligibility list does not contain sufficient ranks of eligibles (defined as having fewer than three (3) eligible and willing employees), certification of additional ranks shall then be made from the open list. Example: Only two eligible employees are on the promotional list and there is a valid open list. The

top ranking candidate on the open list will be merged with the promotional list candidates to form an open and promotional list of three ranks.

2. To obtain placement on the promotional list, a permanent employee must achieve a minimum score of 80 percent on each individual part of an examination, except for performance tests which are scored on a pass/fail basis. Permanent employees that pass an examination but do not achieve the cutoff score as described herein shall be placed on the open eligibility list in accordance with their overall rank.

3. While an employee is in probationary status, he/she may apply for any other classified position for which he/she is qualified. If the employee is admitted to the examination process and passes all examinations administered, he/she shall be placed on the Open eligibility list in accordance with his/her overall ranking, and his/her name shall be certified in accordance with the rule of three ranks. If the employee is selected off the Open List in accordance with these rules, the employee shall begin a new probationary period in the new classification.

1.4.

E. Merged (Dual Certification)

An examination may be held under merged promotional and open competitive procedures. The resulting eligibility list shall consist of promotional and open competitive candidates merged on one eligibility list. Scores on this type of list shall include all applicable veteran's preference points for open candidates and seniority credit points for promotional candidates.

Education Code: 45284

F. Continuous Examinations: The Commission may designate examinations for specified classes as continuous examinations. Applications shall be accepted every working day and examinations shall be given as the need arises.

1. A candidate who is unsuccessful on a written examination may not retake the same examination for the same classification for a period of 60 calendar days. (Education Code Sections 45260, 45261, 45272, 45273, 45284, 45292)

G. Types of Examinations: Examinations shall be conducted by the Commission's staff, administered objectively, and consist of test parts that relate to job performance. Test components may include any of the following:

1. Written examination.
2. Practical demonstration of skill.
3. Evaluation of applicants' training and experience.

**San Mateo County Office of Education
Personnel Commission
Agenda Item 8 (a)**

Date: July 9, 2025

Department: Personnel Commission Services

From: Randy Perez, Executive Director, Personnel Commission Services



Subject: Approval of Eligibility List(s)

Recommendation:

Personnel Commission action is requested to ratify the promotional and open competitive eligibility lists developed for the classifications of *Naturalist*, *Financial Analyst*, and *Payroll/Retirement Audit Analyst* in accordance with Education Code Section 45272.

Background:

Personnel Commission Services staff completed the recruitment and examination procedures to fill the vacancy for the positions of *Naturalist*, *Financial Analyst*, and *Payroll/Retirement Audit Analyst* job classifications. The eligibility lists developed for these classifications will be valid as indicated on the recruitment announcement in accordance with Merit System Rule 60.1.

<i>Classification</i>	<i>Date</i>	<i>Bargaining Unit</i>	<i>Eligible Ranks</i>	<i>Eligible Candidates</i>
<i>Naturalist</i>	07/03/2025	CSEA 158	7	7
<i>Financial Analyst</i>	07/01/2025	CSEA 887	4	4
<i>Payroll/Retirement Audit Analyst</i>	06/18/2025	CSEA 887	1	1

**San Mateo County Office of Education
Personnel Commission
Agenda Item 9 (a)**

Date: July 9, 2025

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Request to Approve a Class Description and Salary Recommendation:
Supervisor, Behavioral Intervention Programs

Background:

Merit Rule 30.2 B. states, “The Commission shall classify all employees and positions within the jurisdiction of the Superintendent or the Commission, except those positions which are exempt from the classified service.”

County Office administration requested that the Personnel Commission Office classify a Board-Certified Behavioral Analyst position for the purpose of overseeing our student behavioral intervention and support team. This job classification is a first line supervisory class responsible for supervising all Board-Certified Behavior Analysts (BCBAs), Behavior Technicians, and Registered Behavior Technicians (RBTs). In addition to providing supervision and recertification services, this person will also develop and implement professional development programs for administrators, teachers, support staff and parents in behavioral intervention strategies, positive behavioral interventions and supports, and trauma-informed practices.

Included with this agenda item is the class description for the Supervisor, Behavioral Intervention Programs. This is a classified management job classification. The recommended salary allocation for the Supervisor, Behavioral Intervention Programs is range 7.5 of the management salary schedule. The monthly salary steps are as follows:

Step A	Step B	Step C	Step D	Step E
\$11,409	\$12,063	\$12,756	\$13,490	\$14,265

Recommendation:

I request a motion to approve the Supervisor, Behavioral Intervention Programs class description as presented, and the recommended salary range of 7.5 on the management salary schedule.

SUPERVISOR, BEHAVIORAL INTERVENTION PROGRAMS

DEFINITION

Under the direction of an assigned administrator, plan, organize, direct and supervise district-wide behavioral intervention programs; collaborate with administrators, classroom teachers and support staff to conduct comprehensive Functional Behavioral Assessments (FBAs); design, implement and evaluate effectiveness of evidence-based behavior support plans; provide training, consultation and program development to staff and parents; oversee compliance with applicable laws, regulations and best practices related to behavioral intervention services.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned administrator. Exercises direct supervision over paraprofessional support staff.

CLASS CHARACTERISTICS

This is a full supervisory-level class that exercises independent judgment in planning, organizing, and evaluating behavioral intervention programs with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff, developing and conducting professional development and training, and providing professional level support to the Executive Director in areas of assignment. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plan, organize, and supervise behavioral intervention programs and services; contribute to the overall quality of behavioral intervention programs by developing, reviewing, and implementing policies and procedures to meet programmatic needs; monitor and evaluate the quality and effectiveness of behavioral intervention services provided
- Conduct comprehensive functional behavioral assessments (FBAs), including Special Circumstance Instructional Assistance (SCIA) evaluations, to determine target behaviors, behavioral functions, and appropriate replacement behaviors; conduct SCIA reevaluation to determine whether a student can transition to a less restrictive support ratio
- Design, implement and evaluate effectiveness of evidence-based behavior intervention plans (BIPs); evaluate initial and ongoing qualifications for students to receive behavioral intervention services and supports; determine service intensity and duration based on assessment data
- Develop and implement comprehensive behavioral analytic data collection systems; analyze statistical data to measure program effectiveness and student progress

- Provide direct behavioral intervention services to students with complex behavioral needs and model evidence-based practices for staff and parents; conduct classroom observations and environmental assessments to provide recommendations for environmental modifications and instructional adaptations; support crisis intervention and de-escalation procedures to ensure staff safety and student welfare during behavioral incidents
- Collaborate with multidisciplinary teams including school psychologists, speech-language pathologists, occupational therapists, social workers, nurses, and outside agencies/providers to ensure comprehensive and effective behavioral intervention services for students
- Administer monthly behavioral intervention team trainings for all Board-Certified Behavior Analysts (BCBAs), Behavior Technicians, Registered Behavior Technicians (RBTs) and related staff; develop and implement professional development programs for administrators, teachers, support staff and parents in behavioral intervention strategies, positive behavioral interventions and supports (PBIS), and trauma-informed practices
- Supervise, review the work of, train, and evaluate assigned RBTs; manage RBT schedules and service delivery to ensure optimal learning outcomes for students
- Provide required supervision to staff pursuing RBT certification; mentor and support professional development of behavioral intervention staff; design and conduct training for RBT recertification purposes to include developing performance expectations, observing service delivery, providing feedback, and guiding ethical decision-making; document supervision activities to ensure certification compliance and quality assurance
- Provide consultation and advisory services to site administrators, general and special education teachers, and support staff regarding behavioral intervention strategies and program implementation; communicate and confer with administrators, staff, parents and community agencies to coordinate intervention activities, exchange information and resolve complex behavioral issues
- Provide consultation on the design of behavioral intervention programs to site administrators who lead SMCOE school programs
- Ensure compliance with federal, state and local laws, regulations, policies and procedures related to behavioral intervention services, special education, and student rights; maintain current knowledge of applicable laws, regulations, research and best practices in behavioral intervention and applied behavior analysis
- Prepare and maintain comprehensive reports, behavioral intervention plans, progress monitoring data, and personnel records; compile and analyze program evaluation data
- Attend and conduct administrative meetings related to program planning, staff supervision, and policy development
- Operate various office equipment including computers and specialized software; maintain electronic databases and information systems
- Performs related duties as required

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in Applied Behavior Analysis, psychology, liberal studies, human development or related field

- Five (5) years of experience implementing behavioral intervention services for students with autism and other behavioral challenges in educational settings; two (2) of five (5) years must be in a supervisory capacity overseeing behavioral intervention services

Licenses and Certifications:

- Board Certified Behavior Analyst (BCBA) certification, and ongoing maintenance of the certification through the Behavior Analyst Certification Board (BACB) while in the employ of SMCOE
- This position may require employees to travel locally, and specifically, employees must be able get to different locations during their workday. Employees will be responsible for ensuring that they can timely move between locations during their workday either via driving themselves with a valid driver's license or by using other modes of transportation, including a ride hailing service, taking a taxi, carpooling, bicycling, etc.

Knowledge of:

- Advanced theory and techniques of Applied Behavior Analysis and evidence-based behavioral intervention practices
- Functional behavioral assessment methodologies and data analysis techniques
- Positive behavioral intervention and support frameworks including PBIS and trauma-informed practices
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures
- Principles and practices of program management and staff development
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly
- Applicable federal, state, and local laws, codes, regulations and policies related to special education, behavioral intervention services, and student rights
- IEP/IFSP development, implementation and compliance requirements
- Current research, methodologies and evidence-based practices for serving students with autism spectrum disorders and other behavioral challenges
- Principles of adult learning and professional development program design
- Budget development and resource management
- Crisis intervention and de-escalation techniques
- Office and mandated safety rules, regulations, and protocols
- Principles and practices of developing and maintaining technical documentation, files, and records
- Effective oral and written communication techniques, methods and standards
- Modern equipment and communication tools used for programs, projects, and task coordination, including computers and software programs relevant to work performed

Ability to:

- Plan, organize, direct and supervise comprehensive behavioral intervention programs and staff
- Conduct advanced functional behavioral assessments and develop complex behavioral intervention plans utilizing ABA principles
- Analyze complex behavioral data and make evidence-based program decisions
- Provide consultation and training to diverse audiences including administrators, teachers, support staff and parents
- Handle sensitive and confidential information with discretion and professionalism
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner
- Develop and implement goals, objectives, practices, and procedures related to course of work

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up assignments
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work
- Effectively use of computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks
- Drive to various district sites to conduct supervision, training, and direct services

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various Office sites. Employees must possess sufficient physical mobility to move about in various work environments and respond to emergency situations. Employees must also possess sufficient strength to assist with student behavioral interventions. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull up to 25 pounds. They must also possess visual and auditory acuity sufficient to observe student behaviors, conduct assessments, and communicate effectively.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with students with challenging behaviors and potential safety risks