Tenafly PUBLIC SCHOOLS

Board Certified Behavioral Analyst

Qualifications:

- Valid New Jersey Instructional or Educational Services Certificate
- Master's degree in Special Education or related human services field
- Valid Board Certified Behavioral Analyst
- Ability to demonstrate competence in behavior management skill, instructional skills, oral and written communication, organizational skills and interpersonal relations
- Knowledge of DTT programming and implementation
- Ability to interpret and implement all Board policies, Federal and State Laws, Administrative Regulations and negotiated agreements.
- Ability to provide direction to others and to make independent judgments.
- Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, teachers, and community.
- Ability to maintain confidentiality when dealing with student, staff, and/or parent information.
- Ability to keep and maintain accurate records and to meet deadlines.
- Required criminal history check and proof of U.S.
- Citizenship or resident alien status

Primary Function:

Provide diagnostic, prescriptive, and comprehensive behavior services to students with emotional and/or behavior problems that adversely affect their educational performance.

Direct Report:

Director of Special Education

Specific Duties and Responsibilities:

- Support the Board of Education's and administration's philosophy, goals, and objectives for the district, its schools, and its departments.
- Schedules time to provide specially designed instruction in the area of social skill development and/or behavioral skill development as defined by Individualized Education Plans. 3. Plans, develops, and follows schedule based upon service delivery model requirements as defined by Individualized Education Plans.
- Plans, organizes, and schedules appropriate meetings needed to support the implementation of Behavior Improvement Plans.
- Designs appropriate supportive behavioral and/or social skill services models.
- Designs data tracking sheets for students identified as having significant behavioral concerns.
- Conducts systematic probes of social skills and/or behavioral skills to determine levels of mastery; and maintains continuous tracking systems to measure student outcomes.
- Attends Individualized Education Plan meetings for students with behavioral support services.
- Provides on-going behavioral support services to students in one-on-one, small group, and/or home setting as defined by Individualized Education Plans.
- Provides constructive, timely feedback to students, parents, and colleagues to enhance learning.
- Uses evaluation information, observation, behavioral data to develop appropriate goals and objectives for Individualized Education Plans
- Assists school teams in completing the following behavioral support processes: functional behavior assessments, behavior improvement plans, threat management and safety planning, attention deficient hyper active (ADHD) screenings, and developing effective safety intervention programs.
- Engages in peer review and collaborative planning with the school behavior care team and school district behavior care team.

- Provides behavioral and/or social skills information to school teams.
- Coordinates and cooperates with community and/or state agencies to provide services to students with behavioral and/or social development needs.
- Facilitates referral processes by consulting with mental health specialists and family support advocates.
- Maintains an understanding of resources available in the community to support students with behavioral and/or social skill development needs and/or concerns.
- Maintains and completes required paperwork within legal time requirements.
- Communicates clearly and effectively in a variety of situations, including difficult ones, with parents, school district staff, community and/or state agencies members, and the public.
- Creates a positive work environment by tolerating others' points of view; soliciting input from others; resolving conflict at the lowest level possible; and responding effectively to crisis situations.
- Follows Tenafly Public School District procedures, policies, and regulations.
- Adheres to professional ethics as identified by the school district, professional organizations, and licensing commissions.
- Pursues on-going professional growth and opportunities to maintain and improve skills.
- Perform other duties as may be prescribed by law or assigned by the Superintendent of Schools or the Board

Terms of Employment:
Teachers' Work Year, salary and other terms and conditions as assigned by the Board and negotiated by the TEA.

Evaluation:
Annual evaluation in accordance with state law and regulations and Tenafly Board of Education policy.

Board Approved:
11/13/2012

Revised:
03/15/24