

RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT JOB DESCRIPTION MANUAL

INSTRUCTIONAL STAFF

BOARD CERTIFIED BEHAVIOR ANALYST

QUALIFICATIONS:

1. Possesses Bachelor's Degree or Higher Degree;
2. Holds valid New Jersey instructional or educational services certificate, certificate of eligibility with advanced standing (CEAS), or certificate of eligibility (CE), with necessary and appropriate subject-area endorsements for the specific position, in accordance with state law and regulation;
3. Board Certified Behavioral Analysis (BCBA) certification or evidence of coursework towards appropriate certificate required;
4. Demonstrates effective problem solving, communications, organization, planning, record keeping and human relations skills;
5. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status, and proof of New Jersey residency or exemption from requirement;
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable;

REPORTS TO: Supervisor of Special Services

JOB GOAL:

Develop and implement behavioral interventions with staff assistance to facilitate students' attainment of social and emotional growth consistent with the goals set forth by Individual Education Plans (IEP's)

PERFORMANCE RESPONSIBILITIES:

- Designs programs for students that are consistent with the total educational philosophy and goals of the School Board
- Consults, collaborates, and completes reports as appropriate with/for the Child Study Teams on an ongoing basis
- Plans and confers, regularly scheduled consultations with classroom teachers, regarding behavioral, social, or personal problems affecting the student
- Works in coordination with teachers, related services personnel, and administration in identifying social/behavioral issues, as well as planning and developing programs

- Assists in the design and implementation of professional development related to special education, providing professional development to targeted staff, on all aspects of school programming with special educational programs:
 - Delivery of instruction
 - Behavior Management of Students (including techniques for remediating behavioral, social, or personal problems of students)
 - Data Collection (Applied Behavioral Analysis)
 - Assists, upon request of the Director of Special Services, in the development of Functional Behavioral Assessments (FBA) and Behavior Intervention Plans (BIP)
 - Develops IEP goals and objectives and uses paraprofessional to assist with implementing goals, as appropriate
 - Provides training for paraprofessionals with the programs in the areas of behavior management skills and affective education
 - Designs, implements, and follow up on behavioral management programs for students to remediate behavioral and social problems
 - Consults with parents regarding students; behavioral goals
 - Interprets behavioral assessments for school staff and parents
 - Develops home programs and related behavioral goals
 - Assists parents in acquiring services from the Division of Developmental Disabilities (DDD)
 - Reports to, consults, and completes reports as requested, with/for the Director of Special Services on an ongoing basis
 - Continue professional growth through educational meetings, visits to related facilities, attendance at conferences, reading of professional literature, and dialogue/exchanging ideas among staff
 - Performs other duties as may be assigned

TERMS OF EMPLOYMENT: Ten-month work year. Compensation and other terms and conditions of employment established by the Collective Bargaining Agreement between the Rumson-Fair Haven Regional Board of Education and the Rumson-Fair Haven Regional School Employees Association.

ANNUAL EVALUATION: Performance of the position will be evaluated in accordance with State law, the regulations of the New Jersey Department of Education, and the provisions of the Collective Bargaining Agreement between the Rumson-Fair Haven Regional Board of Education and the Rumson-Fair Haven Regional School Employees Association.

APPROVED BY THE RFH BOARD OF EDUCATION: April 11, 2022