

## COLUSA COUNTY OFFICE OF EDUCATION

**CATEGORY: PROGRAM SUPPORT**

**CLASSIFICATION: CLASSIFIED**

**JOB TITLE: EDUCATIONAL BEHAVIORAL ANALYST**

### **BASIC FUNCTIONS:**

Under the direction of the Assistant Superintendent/SELPA Director, provide consultative and direct instructional and behavioral support services to students with ASD, moderate to severe disabilities, Emotional Disturbances (ED) and other qualifying conditions in the Colusa County SELPA. Assist in developing appropriate IEP goals, designing data collection systems, analyzing the data, conducting FBAs or FAAs as needed and writing appropriate behavior plans. The Behavior Analyst will participate in IEP meetings and provide in-service and on-site training to staff on implementation of appropriate instructional strategies, behavior management and behavior support plan.

### **REPRESENTATIVE DUTIES:**

Assists school staff for the purpose of evaluating student's needs as a basis for treatment planning, and in developing transition plans for students moving to other learning environments. **E**

Supervision of registered behavior technicians. **E**

In collaboration with the School Psychologist, conducts Functional behavior Assessment (FBA). **E**

Coordinate activities for the purpose of following behavior intervention plans and behavior support plans, including measurable goals and objectives with strategies for meeting them. **E**

Maintains and follows through on plans for the purpose of assisting in the training of students, family and staff in use of behavior intervention and instructional strategies designed to assist students in learning replacement behaviors and generalizing skills across settings. **E**

Works with special education staff in developing data collection systems, monitoring data collection, and analyzing data to ensure the effectiveness of interventions and instructional strategies. **E**

Provides technical support and training in applied behavior analysis including discrete trial training, establishing classroom schedules, overall classroom management, and the implementation of specific instructional and behavioral strategies in the student's natural environment. **E**

Participates in the IEP process as a member of the IEP team by presenting oral and written information. **E**

Collaborates regarding in-class support provided by outside agencies. **E**

Participates in professional growth activities such as conference, classes, staff meetings and program visitations. **E**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Planning, organization and direction of Special Education programs

Federal and State laws, Education Code, Title V's and the legislative process

Applied Behavioral Analysis Techniques, Operant Conditioning, and Discrete Trial Format  
Understanding of child growth and development; common disabling conditions of children as applied to infants, children and youth, and knowledge of strategies and methodologies applied in educational setting  
Positive behavioral supports, interventions, practices, and techniques  
Interpret written procedures, complete routine reports, speak clearly and understand multiple step instructions  
Basic math including calculation of fractions, percent and/or ratios  
Modern office practices, procedures and equipment  
Oral and written communication skills  
Principles and practices of administration, supervision and training  
Interpersonal skills using tact, patience and courtesy  
Correct English usage, grammar, spelling, punctuation and vocabulary  
Computer hardware and software programs in order to perform word processing, information retrieval and maintenance of data

**ABILITY TO:**

Demonstrate and train staff in the use of techniques and other instructional strategies in autism and behavior management  
Analyze data using defined process  
Communicate effectively both orally and in writing  
Read, interpret, apply and explain rules, regulations, policies and procedures  
Establish and maintain cooperative and effective working relationships with others  
Analyze situations accurately and adopt an effective course of action  
Meet schedules and time lines  
Plan and organize work  
Work independently with little direction  
Prepare comprehensive narrative and statistical reports  
Make presentations to various audiences  
Coordinate with school districts, state/local agencies, and county office  
Direct the maintenance of a variety of reports and files related to Special Education programs  
Lift and carry objects weighing up to 25 pounds  
Operate a variety of office equipment to perform assigned duties  
Operate a computer to complete reports and maintain data  
Operate a vehicle to conduct work

**EDUCATION AND EXPERIENCE:**

Master's degree or Bachelor's degree in education or Psychology or a related field preferred plus a certification as a Behavior Certified Behavior Analyst. Two years of experience working as a Behavior Intervention Case Manager. Two years of experience working with a variety of special education students.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Board Certified Behavior Analyst  
Valid California driver's license

**WORKING CONDITIONS:**

ENVIRONMENT:  
Office

Constant interruptions  
Multiple schools and office sites

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information and make presentations  
Hearing and speaking to exchange information in person or on the telephone  
Seeing to read and prepare a variety of document and reports  
Analyze situations accurately and adopt an effective course of action  
Sitting or standing for extended periods of time  
Dexterity of hands and fingers to operate a computer keyboard and standard office equipment  
Reaching overhead, above the shoulders and horizontally to retrieve and store materials  
Bending at waist, kneeling and squatting  
Lifting, pushing, pulling and carrying objects weighing up to 25 pounds  
Driving a vehicle to conduct work

**HAZARDS:**

Potential for contact with blood-borne pathogens and communicable diseases  
Potential for confrontation with dissatisfied persons

**Employee Group:** Classified - Unrepresented

**FLSA Status:** Non-Exempt

**Salary Schedule:** 135

**Approval Date:** February 2024