



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 13, 2017

Agenda Item:

Discuss and approve New Classified Job Description of Behavior Analyst and Classified Salary Recommendation.

Agenda Placement:

Action

Background:

District administration has presented the Personnel Commission with new duties for a classified position with the proposed title of Behavior Analyst. Personnel Commission rules 3.1.1 and 3.1.3, 3.2.1 thru 3.2.6 state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees into either established classifications, recommend a new classification or exempt the new position duties from the classified service.

Recommendation:

It is recommended that the New Classified Job Description of Behavior Analyst and Classified Salary Recommendation of Range 50, Salary \$61,020 - \$79,452 per year be approved as presented.

Madera Unified School District Classified Job Description

Behavior Analyst

Purpose Statement

The Behavior Analyst will provide direct services and consultation to students, staff and parents/guardians in order to provide support and professional learning in appropriate behavior intervention techniques; provide positive ways for working successfully with students who have difficulties conforming to acceptable behavior patterns; provide analysis services and behavior management plans for students; conducts assessment and plans that conform to applicable California statutes and regulations.

This job reports to Behavioral Health Supervisor/ Designee

Essential Functions

- Conducts functional behavioral analyses and functional analysis assessments for individual students.
- Develop materials and provide resources and provide professional learning to administrators, educators, paraprofessionals and parent/guardians in Applied Behavior Analysis (ABA), Crisis Prevention Institute (CPI) Discrete Trial Training (DTT) and/or other evidence-based methodologies related to addressing the needs of students that are experiencing behavior difficulties.
- Participate in the planning of the development and implementation of programs, policies, and best practices related to instruction using the principles of Applied Behavior Analysis (ABA).
- Responds to crisis situations when appropriate, manage assaultive behaviors, e.g., Nonviolent Crisis Intervention (CPI).
- Provides training for teachers, paraprofessionals, and other staff on behavioral analysis, data collection and effective practices regarding positive behavior support, and work with students who exhibit inappropriate behaviors.
- Keeps abreast of current research and information in the areas of behavior management and provides inservice and training for teachers, specialists, paraprofessionals and other staff in areas related to behavior

management strategies, avoidance of aversive techniques, and managing assaultive behavior.

- Provides technical assistance in service tracking of behavioral support services so that services are accurately documented.
- Provides technical assistance regarding the integration of positive behavior supports in all instructional initiatives.
- Collect data and prepare a variety of reports for the purpose of documenting case history, assessments and collecting and analyzing behavioral progress monitoring data.
- Travel from site to site and/or performs necessary home visits for the purpose of providing direct treatment, consultation and collaboration for students and families.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS: Specific skill-based competencies required to satisfactorily perform the functions of the job to include: individual to establish rapport and work constructively with staff, students, parents and community members; creatively solve problems and work through conflict resolution and process; communicate effectively in oral and written form and to maintain knowledge of best practices and laws governing behavioral supports for students with and without disabilities; operate standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE OF: Current scientific and professional information in behavioral modification management; behavioral engineering and behavior therapy; Discrete Trial Training(DTT) and Applied Behavioral Analysis(ABA); Program/Goal development; ABA Behavior Reduction and Skills Acquisition Procedures; behavioral analytic therapies and experience delivering these services; principles and methods of behavior analysis; theory of behavior and socialization; objectives of behavior intervention techniques, treatment and services; socialization activities used in behavior management; health and safety regulations; effective record-keeping techniques; correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills in using tact, patience and courtesy; established procedures; District organization, operations policies and objectives.

ABILITY TO : Work in an office environment; work in a classroom environment during observation or skill application; make home visits to meet and work with student families and/or support systems; work with

interruptions and possible crisis situations; travel to various sites to work with students and staff; work as part of a multi-disciplinary team to coordinate and maximize services for students and/or families; identify and analyze areas of behavior and socialization needs; explain and provide training on behavior management principles and methods; provide technical guidance to other personnel; establish and maintain behavior observation files and logs; apply appropriate behavior management procedures in working with students at all grade levels; work cooperatively with others; understand and follow oral and written directions in English; meet schedules and timelines; plan and organize work; work confidentially with direction; communicate effectively both orally and in writing; read, explain and follow rules, regulations, policies and procedures; maintain records adhering to established procedures.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations.

Minimum Qualifications

Experience: Two years experience in completing comprehensive functional behavior assessments and behavior support plans, and (1) year of experience serving individuals that exhibit inappropriate or explosive behavior.

Education: Masters' degree from an accredited university and/ or college with major coursework in Human Services, Psychology or related field.

Required Testing

Pre-employment Proficiency Test

Certificates

Valid CDL
DOJ/ FBI Background Clearance
Board Certified Behavior Analyst(BCBA)
Nonviolent Crisis Intervention (CPI)

Continuing Educ./Training

On-going for required Certificates

Clearances

TB Clearance

FLSA Status

Non exempt

Approval Date

Salary Range