

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: BEHAVIORAL ANALYST (COMPREHENSIVE AUTISM PROGRAM OR EMOTIONALLY DISTURBED PROGRAM)

BASIC FUNCTION:

Under the direction of the Director Special Education/Designee, plans, organizes, coordinates, and monitors the Santa Clara County Office of Education's behavioral curriculum and instructional program to ensure that all services respond to the needs of students with Autism in relation to their behavior and social skills. The Behavior Analyst will be assigned to areas of specialized expertise within Special Education to classrooms that are Autism specific.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Confers with Principal and Assistant Director-Special Education to coordinate curriculum development and activities;

Attends meetings as directed by the Director of Special Education, principals, as well as other supervisors and administration;

Applies and enforces County policies, regulations, contract and rules;

Assists with the initial transition of new student in-takes/referrals from other county programs and districts;

Coordinates the development of initial student schedules, revising, updating and analyzing for ongoing appropriateness as needed;

Develops a re-entry plan for students transitioning into a more restrictive environment;

Attends IEPs and writes and update reports as required;

Writes and updates Behavior Intervention Plans for students as required;

Conducts comprehensive Functional Behavioral Assessments (FBA) as requested;

Ensures that individual and classroom Positive Behavioral Intervention and Supports (PBIS) are in place;

Assists in the response team post-behavior incident reports, both serious and less serious;

Assists in the development, fidelity and implementation of Dynamic Schedules;

Assists in creation of Student matrixes for instruction and data;

Analyzes lesson data for progress reports and probes new lessons;

Assists with 15 hours of hands-on direct training of new teachers and paraeducators/behavior associates, as per evidenced practices in the area of autism;

Conducts clinical meetings with paraeducator/behavior associates and parents as needed;

Responsible for initial and on-going paraeducators/behavior associates training as needed;

Conducts classroom observations and assist with, demonstrate how and directly collect student behavioral data;

Communicates and consults with Special Education teachers, paraeducators/behavior associates/OT/SLP, other support staff and parents;

Coaches others on how to use and communicate about behavioral data;

Provides direct services and coaches others on how to provide social skills training in structured and unstructured environments and contexts;

Meets with Special Education teachers, support staff, paraeducators and behavior associates for consultation, specialized training and to provide feedback to principal and Assistant Director.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Planning, organization and direction of the overall Special Education program;
Due process in terms of Special Education conflict resolution;
State and federal laws, court rulings, regulations and codes related to Special Education;
Local and state guidelines and requirements concerning Special Education;
Practices and procedures used in the development of instructional and training programs;
Oral and written communication skills;
Interpersonal skills using tact, patience and courtesy;
Principles and practices of administration, supervision and training;
Applicable laws, codes, regulations, policies and procedures;
Operation of a computer and assigned software

ABILITY TO:

Plan, organize, control and direct the overall operation, management and administration of the Special Education Department;
Develop, implement and evaluate program policies and procedures;
Develop, administer and monitor the department budget;
Resolve conflicts among staff, groups, agencies and parents, including mediating placement decisions;
Provide support and training for districts;

Direct and evaluate the performance of assigned staff;
 Communicate effectively both orally and in writing;
 Interpret, apply and explain rules, regulations, policies and procedures;
 Establish and maintain cooperative and effective working relationships with others;
 Operate a computer and assigned office equipment;
 Analyze situations accurately and adopt an effective course of action;
 Meet schedules and timelines;
 Work independently with little direction;
 Plan and organize work;
 Prepare comprehensive narrative and statistical reports;
 Direct the maintenance of a variety of reports, records and files related to assigned activities;
 Communicate effectively both orally and in writing;
 Make independent judgments, analyze difficult situations and make decisions;
 Maintain cooperative working relationships with those contacted in the course of work

EDUCATION AND EXPERIENCE:

Bachelor degree in Psychology, Education, Special Education, Speech Therapy, or related Behavioral Science required; Master’s Degree is desired;
 Minimum of three (3) years of experience working with students diagnosed within the autism spectrum implementing behavioral-based programming or with an Emotionally Disturbed disability;
 Knowledge of Applied Behavioral Analysis (ABA), or TEACCH instructional strategies;
 Knowledge of Evidenced Based Practices in the area of Autism and other areas of disability

LICENSES AND OTHER REQUIREMENTS:

Behavior Analyst Certification (BCBA) required or proof of enrollment
 Valid Special Education credential **desired, not required**
 Valid Pupil Personnel Services credential **desired, not required**
 Valid California driver’s license required

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
 Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations;
 Dexterity of hands and fingers to operate a computer keyboard;
 Seeing to read a variety of materials

Approved: Philip J. Gordillo 12/16/2016
 Philip J. Gordillo Date
 Chief Human Resources Officer