

BEHAVIOR ANALYSIS SUPPORT SPECIALIST

Purpose Statement:

The job of Behavior Analysis Support Specialist is done for the purpose/s of providing Special Education teachers and paraeducators support with individualized program development for students with exceptionalities in the autism spectrum. Assists in creating discrete learning academic, social, and behavioral learning programs that are tailored for an individual child based upon information provided by the Behavior/Autism Consultant and/or the student's IEP team; modifying the programs and needed supplemental materials as the child's needs change; working as a liason between the consultants and school staff; training paraeducators to implement the new programs; developing data monitoring forms and processes; and gathering that data and providing the information to certified staff for educational decision making on a bi-weekly basis.

Essential Functions

- Assists certified staff in developing individual student materials for the purpose of providing students with the necessary resources to meet objectives.
- Assists IEP team in developing functional behavior assessments and related researched-based behavior intervention plans for the purpose of meeting special education students needs.
- Collaborates with others (e.g. Behavior and Autism consultants, teachers, and paraeducators) for the purpose of deterring programming needs, creating programs and modifying curriculum as needed.
- Creates and assists in the implementation of visual schedules and activity schedules for the purpose of to enhance the students social performance in collaboration with certified staff.
- Creates data collection tools and collects the data from teachers and paraeducators for the purpose of proving timely graphs on student progress.
- Creates individualized academic, social and behavior discrete trial learning programs for students with autism disorder using strategies and goals determined by certified staff for the purpose of implementing IEP objectives.
- Incorporates positive behavior support throughout all programming for the purpose of creating a consistent environment.
- Intervenes with appropriate team-identified strategies if aberrant behavior occurs for the purpose of ensuring the safety and welfare of students.
- Participates in various meetings for the purpose of conveying and/or gathering information required to perform functions.
- Performs task analysis of task or skills as identified by the teacher for the purpose of increasing errorless learning.
- Prepares and maintains written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Responds to inquiries from a variety of sources (e.g. teachers, paraeducaotrs, consultants, administrators) for the purpose of providing information or referring to appropriate personnel.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Performs other task as assigned for the purpose of meeting district objectives.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: analyze data related to interventions, computer and software skills in word processing, data entry and analysis and report writing, time management, collaboration and communication skills, behavior management, and prepare and maintain adequate records.

KNOWLEDGE is required to perform advanced math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: child development, issues related to pervasive developmental disorders, behavior principals related to analysis, applied strategies and functions, and discrete trial principals.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services.

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; frequent 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 a generally hazard free environment.

Experience Job related experience within specialized field is required.

Education Bachelors degree in job related area.

Required Testing

Physical Exam/TB Screening

Certificates & Licenses

Valid Driver's License & Evidence of Insurability
Applied Behavior Analyst License - Associate minimum

Continuing Educ. / Training

None Specified

Clearances

Kansas Bureau of Investigations/Social & Rehabilitation Services

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 24