

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

**TITLE:** Lead Behaviorist

**REPORTS TO:** Supervisors of Special Education

**QUALIFICATIONS:**

1. BCBA Certificate
2. Minimum of three years experience as BCBA
3. Highly trained in crisis prevention and intervention
4. Excellent organizational and communication skills
5. In depth knowledge of data collection procedures and analysis
6. Experience planning and conducting staff trainings
7. Required criminal background check and proof of US citizenship or legal resident alien status

**GENERAL DUTIES:** Student and staff responsibilities as directed by Supervisors of Special Education

**JOB GOAL:** To provide instructional and organizational leadership in the areas of responsibility in order to ensure consistent implementation of scientifically based behavioral interventions.

Due to the nature of work, a lead BCBA is expected to devote time beyond the regular school day to accomplish duties as outlined below:

### **PERFORMANCE RESPONSIBILITIES:**

1. Organize and conduct regular department meetings with agendas forwarded to participants and Supervisors of Special Education.
2. Organize, conduct and maintain records for district crisis trainings.
3. Monitor the use of safety procedures and provide additional training to identified staff in need.
4. Coordinate data collection techniques and documentation systems across ABA classes in district in order to assure program alignment.
5. Demonstrate the attributes of a master BCBA by modeling highly effective techniques, by regularly pursuing opportunities for professional development, and by keeping current with research in the field.
6. Serve as a peer coach by assisting members in the department in refining techniques and consulting on particularly challenging cases.
7. Maintain a positive, cooperative role in all professional interactions, assume responsibility in promoting a positive climate for effective instruction.
8. Provide leadership for professional development activities for BCBA department.
9. Provide leadership for professional development opportunities for teachers and other related service providers.

10. Provide leadership for professional development opportunities for paraprofessional staff as well as conduct trainings for paraprofessional staff.
11. Under the direction of the Supervisors, prepare initial department budget requests and maintain running accounts of purchases and inventory.
12. Meet regularly with Supervisors to suggest and receive direction concerning the initiatives of ABA district programs.
13. Provide ongoing support for new district BCBA's.
14. Address problems as they are presented by the members of the department. Prepare reports as requested or assigned.
15. Performs other such tasks and assumes other such responsibilities as may from time to time be assigned.