

**Job Summary:**

The job of Behavior Intervention Specialist was established for the purpose/s of providing assistance to and supervision of behavior intervention assistants serving children with autism and other serious behavior problems using the principles of applied behavior analysis; providing support to staff as they work with children with autism, other serious behavior problems and developmental disabilities; and communicating effectively with Tulare County Office of Education (TCOE), Central Valley Regional Center (CVRC), and school personnel to enhance the effective delivery of Applied Behavior Analysis (ABA) programs for children.

**Essential Functions:**

- ▶ Adheres to safe, clean practices for the purpose of performing the duties of the position.
- ▶ Assesses present developmental levels in critical domain areas for the purpose of implementing behavior intervention plans.
- ▶ Assists the Behavior Intervention Assistants to implement the behavior intervention plan with the information collected for the purpose of providing behavior intervention based on individualized needs of the child and family.
- ▶ Assists Behavior Intervention Assistants to collect/document/write data, related reports, and child records for the purpose of ongoing behavior intervention service planning and review.
- ▶ Assists Behavior Intervention Assistants to communicate with children, family members, school staff and agency personnel for the purpose of sharing information pertaining to applied behavioral strategies and interventions.
- ▶ Assists Behavior Intervention Assistants, family members and school staff for the purpose of implementing intervention strategies to follow specified behavior management plans.
- ▶ Assists Behavior Intervention Assistants, family members and school staff for the purpose of implementing instructional strategies to instruct children.
- ▶ Assists Behavior Intervention Assistants, family members and school staff for the purpose of providing behavioral intervention activities for children in 1:1 settings carrying out the behavioral intervention plan.
- ▶ Collaborates with the Behavior Intervention Assistants, agencies, families, schools and others as needed for the purpose of implementing the behavior intervention plan as a team.
- ▶ Confers/Interacts with program specialists for the purpose of completing appropriate assessments, documentation, and activities related to behavior intervention plans.
- ▶ Coordinates/Maintains a productive daily schedule for the purpose of completing reports, instructional activities and other duties.
- ▶ Maintains appropriate records for the purpose of preserving the progress of the behavior interventions.
- ▶ Participates in and functions as a positive team member for the purpose of enhancing/sharing knowledge and skills for delivering best practices.
- ▶ Participates in the development, implementation and evaluation of behavior management plans for children in the ABA home-based program for the purpose of delivering effective programs to children in their homes.
- ▶ Receives referrals and background information for the purpose of conducting assessments and implementing appropriate behavior intervention plans.

**Skills, Knowledge and/or Abilities Required:**

- ▶ **Skills to:**
  - supervise the delivery of ABA services;
  - write effective reports regarding behavior interventions and data collected as part of the delivery of ABA services;
  - conduct effective training in the area of ABA;
  - collect data regarding the implementation of ABA services;
  - write effective reports regarding the data collected as part of the delivery of ABA services;
  - read notes, memos, and reports of a moderately complex nature;
  - effectively interact with children, family members, teachers, agency staff and the public;
  - structure time effectively;
  - assist with the maintenance of children's files and the retrieval of pertinent information;
  - recognize and follow procedures when disruptive, abusive, or dangerous behavior occurs;
- ▶ **Knowledge of:**
  - effective supervision techniques;
  - behavior intervention strategies;
  - applied behavioral analysis;
  - developmental, emotional, and behavioral disabilities;
  - non-violent verbal and physical crisis intervention techniques;
  - proper English grammar, punctuation and sentence structure;
  - first-aid skills;
- ▶ **Ability to:**
  - conduct training sessions for parents, professionals and agency personnel;
  - communicate both orally, and in writing with family members, school staff and agency personnel;
  - understand and address the needs of children with special needs;
  - understand and carry out oral and written instructions;
  - maintain confidentiality of children's records and communications;
  - meet schedules and deadlines;
  - read, interpret, and apply rules, regulations, and policies;
  - rapidly learn from training methods, techniques, and materials to be used in instruction and in behavioral interventions with children.

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; and directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience Required:**

- ▶ Job-related experience within specialized field is required.
- ▶ One year of experience working in early intervention and/or working with autistic or developmentally delayed children in an educational or social services setting.

**Education Required:**

- ▶ Bachelor's degree required, Masters Degree preferred. Candidate must be enrolled in a program to complete the requirements for BCBA certification. BCBA preferred.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

**Other Specialized Requirements:**

- ▶ Willingness to obtain additional training in areas related to job function, knowledge and/or abilities.
- ▶ Willingness to obtain and then maintain BCBA certification.
- ▶ Travel to various locations in Tulare County using own vehicle.

**Training will be provided to staff in the following areas:**

- Advanced behavior intervention strategies;
- identification and management of developmental, emotional, and behavioral disabilities;
- non-violent verbal and physical crisis intervention strategies.

**FLSA Status:** Exempt

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.