



**HACKENSACK PUBLIC SCHOOLS**  
*191 Second Street, Hackensack, NJ 07601*

**JOB DESCRIPTION**

<b>TITLE:</b>	Behavior Analyst	
<b>REPORTS TO:</b>	Director of Special Services	
<b>DATE APPROVED:</b>	Readopted – August, 2019	<b>BY:</b> Board of Education

**NATURE AND SCOPE OF JOB:**

Provides a full range of behavioral support services, including assessment and diagnosis, studying changes in environment and the impact of these changes on behavior, creating and implementing behavioral plans to promote positive change, wellness and overall positive social-emotional wellness.

**QUALIFICATIONS:**

1. Valid NJDOE Teaching Certificate/License and/or a valid license to practice in the State of NJ
2. Valid Masters' Degree in Special Education, Applied Behavior Analysis or Board Certified Behavior Analyst.
3. Experience working with children/adolescents with a variety of psychiatric and/or behavioral disorders, including those on the autism spectrum.

**TERMS OF EMPLOYMENT:**

Ten (10) month work year; salary and benefits as per the Collective Bargaining Agreement; and all conditions established by the laws of the State of New Jersey, and policies and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

**PERFORMANCE RESPONSIBILITIES:**

1. Provides consultation and intervention regarding behavior management, effective education and assessment of behavioral needs of students with and without disabilities.
2. Possesses the ability to conduct functional behavioral assessments and design, implement and monitor behavior intervention plans.
3. Understands State and Federal regulations relative to behavioral requirements and students with disabilities.
4. Develops crisis intervention plan when needed.
5. Serves as the liaison between students receiving special education services and outside providers, private psychiatrists, psychologists and community agencies.
6. Follows students in alternative placements; facilitates transition during referral and reintegration phases.
7. Serves as member of the IEP team for students with behavioral concerns.
8. Prepares written reports as needed by district to outside psychiatric professionals/community agencies regarding behavioral concerns of identified special education students.
9. Consults with school staff working with student with behavioral needs on behavior management techniques and information on specific student needs.
10. Provides consultation to parents re: child development, behavior management techniques.
11. Conducts professional development on training behavior management, progress monitoring, data collection techniques, social skills or other targeted district needs.
12. Familiarizes self with most recent research/practice in applied behavior analysis.

13. Provides social skill lessons and materials to teachers, student groups or individual student as needed.
14. Designs, implement, and monitor behavior programs for students.
15. Oversees the implementation of behavior programs by others.
16. Conducts experimental evaluations of interventions.
17. Other duties as assigned by the Superintendent or his/her designee.

CONDUCT: Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District. Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of this position.

Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Sitting, standing and walking for required periods of time.
2. Speaking, listening and visual acuity.
3. Use close vision, color vision, peripheral vision and depth perception along with the ability to adjust focus.
4. Able to communicate effectively in English, verbally and in writing, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
5. Use strength to lift and/or move up to a maximum of 20 pounds to perform the functions of the job.
6. Reaching, lifting, bending, kneeling, stooping, pushing, pulling, finger dexterity, and repetitive motions, to handle objects and operate tools, computers, and/or controls.

#### **ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

#### **EVALUATION:**

Performance of this job will be evaluated annually in accordance with New Jersey State Law and the provisions of Board policy on evaluations.