

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: PROJECT SPECIALIST, BEHAVIOR INTERVENTION

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide technical training, support and assistance to staff and parents; create and implement staff development activities; collaborate with classroom teachers and support staff to design, implement and evaluate Applied Behavior Analysis (ABA) services for identified students with autism and other behavioral challenges; conduct assessments and develop treatment plans for students with challenging behaviors; provide staff training; consult with teachers, support staff and parents concerning each child's behavioral progress; evaluate assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide technical training, support and home/classroom assistance to enhance understanding of educational practices, behavior support strategies related to ABA services; develop training and staff development plans to enhance the behavior intervention skills of staff; assist in assuring that ABA services and educational activities comply with established best practices, guidelines, standards, requirements, laws, codes, regulations, policies and procedures.

Provide direct behavioral intervention to students; provide consultation and training in methods specific to ABA to parents, teachers, assistants and management; provide lesson progression consultation; plan and implement quality in-service programs for classroom teachers and staff; conduct classroom and student observations as needed; collaborate and support schools, parents, departmental and outside agency personnel to meet the needs of identified students.

Collaborate with classroom teachers and support staff to design, implement and evaluate ABA services for identified students with autism and other behavioral challenges including data collection, program development, monitoring and report writing.

Evaluate, train and provide work direction and guidance to assigned classified personnel as required; assign employee duties and review work for accuracy, quality and compliance with established standards and procedures.

Develop discreet trial programs and maintain related data. Conduct and participate in multi-disciplinary student assessments of various skill domains such as communication, self-help, play, social, cognitive and behavioral repertoire to determine strengths and deficit areas; assess initial and ongoing skill acquisition, development and generalization of skills.

Conduct functional analysis assessments; develop, write and implement effective in-home and classroom behavioral plans focused on stabilizing the student in their current setting.

Monitor and assess Program and home/classroom services and activities for educational effectiveness and operational efficiency; assist in the development and implementation of policies and procedures to enhance the educational effectiveness and operational efficiency of Program services.

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Communicate and confer with administrators, staff and parents to coordinate activities, exchange information and resolve issues. Visit classrooms and homes to observe activities, provide training and investigate to resolve staff, child and family issues, conflicts and complaints in a timely manner.

Implement various communication systems and appropriate methodologies including, but not limited to, ABA theories and techniques; adapt educational plans to individual student needs; assist with the modification of home and classroom environments as needed.

Prepare and maintain a variety of comprehensive reports, records and files related to assigned activities and personnel; compile, prepare, and analyze statistical data.

Attend and conduct a variety of meetings and conferences related to assigned students and activities; participate in IFSP/IEP meetings, mediations and fair hearings; collaborate on IFSP/IEP goals.

Maintain current knowledge of applicable laws, codes, regulations, policies and procedures related to assigned activities.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to various sites to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Theory and techniques of Applied Behavior Analysis.
- Positive behavioral intervention techniques.
- Current methodologies, communication systems and intensive data driven programs related to students with autism.
- Specific requirements of students with special needs.
- Instructional methods and techniques.
- Developmentally appropriate educational goals and objectives.
- Operation of a variety of office equipment including a computer and assigned software.
- Oral and written communication skills.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Design, write and implement effective ABA programming including data collection, service development, monitoring and report writing.
- Conduct functional analysis assessments and develop behavior intervention plans.
- Assess student skill areas and behavioral challenges.
- Share and demonstrate knowledge of behavioral analysis, positive discipline techniques and effective practices.
- Understand and relate to children with special needs.
- Implement various communication systems and appropriate methodologies.

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- Provide training and consultation to staff and parents.
- Plan and implement quality in-service programs for classroom teachers and staff
- Evaluate the performance of assigned personnel and provide direction to staff
- Prepare and maintain a variety of comprehensive reports, records and files.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Interpret, apply and explain applicable laws, codes, regulations, policies and procedures.
- Operate a variety of office equipment including a computer and assigned software.

EDUCATION AND EXPERIENCE:

Master's Degree in education, psychology, behavioral studies, sociology or related field.

Board Certified Behavior Analyst (B.C.B.A.) certification.

Two (2) years of experience designing and implementing positive behavioral intervention plans for students diagnosed with autism or other behavioral challenges.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

- Client home, community, office and classroom environments.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone as well as make presentations.
- Seeing to read a variety of materials and observe students.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to reach materials and work with students.
- Lift and carry up to 30 pounds.

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