

Behavioral Support Specialist Job Description

The position of Behavioral Support Specialist with Allen County Schools (ACS) is designed to assist with project facilitation for the STOP School Violence grant program, a three-year project funded by the U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance.

The Behavioral Support Specialist will support program implementation and will be responsible for directly serving students in the district to help meet program goals and objectives. This will be done through providing applied behavior analysis support services to implement student Behavior Intervention Plans, and allowing students to demonstrate success across varied school settings.

Qualifications:

- A minimum of a Bachelor's degree in Education, Counseling, Psychology, or similarly related field
- Preferred Board Certified Behavior Analyst
- Must be a Registered Behavior Technician (RBT), or have the ability to become certified within three months of hire
- A background working with students with social-emotional and behavior concerns preferred
- Experience with Individual Education Plan (IEP) goals, progress monitoring, and Admission and Release Committee (ARC) meetings preferred
- Applied Behavior Analysis (ABA) and Medicaid experience preferred
- Experience working with children required
- Excellent analytical skills; experience with data collection and data analysis
- Strong leadership experience, interpersonal and people skills
- Strong organizational and time management skills
- Strong oral and written communication skills
- Proficient computer skills with a variety of programs and software; specifically, must have the ability to create word processing and desktop publishing documents, spreadsheets and databases
- Ability to work independently with little direction and be self-motivated
- Good interpersonal skills; ability to be a team player, collaborate and promote positive public relations on behalf of the project, partners and ACS
- Ability to communicate effectively with students, parents/guardians, teachers, and administrative staff
- Must be able to work flexible hours to meet program needs
- Must have a valid driver's license, good driving record, and access to a reliable vehicle to carry out performance responsibilities

Performance Responsibilities

- Provide behavioral services to school-aged children, as well as education designed to help families in implementing behavioral interventions and supports for their child in the home.
- Implement assigned students' Behavior Intervention Plans (BIP) under supervision by a Board Certified Behavior Analyst (BCBA) or complete and implement BIPs IF applicant is a BCBA.
- Work closely and collaborate with other Behavior Support Specialists, teachers, district mental health professionals, and administrators to implement behavioral strategies for students being served.
- Provide behavioral intervention services to 5-10 assigned students at a time (depending on severity level/need) at the discretion of the BCBA.
- Document work in areas of diagnostic evaluations, progress notes, BIPs, and data related to