

POSITION DESCRIPTION

JOB TITLE: BEHAVIOR SPECIALIST

DEPARTMENT: MADDOX HILL BEHAVIOR SUPPORT CENTER

DIVISION: ACADEMIC AFFAIRS

SALARY RANGE: \$37,500 – \$47,500, COMMENSURATE WITH EDUCATION AND EXPERIENCE

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: DIRECTOR OF MADDOX HILL BEHAVIOR SUPPORT CENTER

SCHEDULE DETAILS: FULL-TIME/9 MONTH POSITION/PSRS

DATE OF LATEST REVIEW/REVISIONS: APRIL 29, 2023

Position Summary

Behavior Specialist to work with area school districts with children with varying disabilities conducting assessments, developing and implementing behavior plans, training school personnel and providing ongoing support. This is a 9 month, full time position with consulting and training responsibilities.

Essential Job Duties

Learning is the key to human growth and development. The primary function of faculty members at Crowder College is to help Crowder students maximize their learning. In order to help our students be better learners, faculty members are expected to:

- Provide problem specific consultation and development of applied behavior analysis programming on site for area school district(s).
- Conduct assessments, develop and implement behavior plans, train staff and provide ongoing support for area school district personnel.
- Provide direct implementation of academic programming as needed.
- Perform departmental responsibilities.
- Assess and continually improve the effectiveness of ABA program and meet any standards required by the BACB.
- Submit required reports by deadlines.
- Continue learning through professional development activities.
- Respect student thought.
- Be a role model for learning behavior.
- Maintain confidential relationships with respect to student information.
- Support college activities.
- Complete important assessment work.

Required Knowledge, Skills & Abilities

- Registered Behavior Technician (RBT) or Bachelor's degree in Education, Psychology or closely related field.
- Experience working with children with autism, behavioral challenges or varying disabilities.
- Ability to drive an automobile and a clean driving record required.
- Excellent communication and interpersonal skills.
- Ability to plan, organize and implement responsibilities effectively.
- Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.

Preferred Knowledge, Skills & Abilities

- BCaBA Certification

Equipment/Software

- Ability to operate a personal computer using the Windows environment.
- Ability to perform basic student database functions.
- Ability to perform basic word processing using MS Word.
- Ability to perform basic presentation functions using MS PowerPoint

Working Environment

- Generally indoors in a normal office/classroom environment with minimal exposure to temperature changes, noise, dust or chemicals.
- Normal college working hours but adjustment of hours involving evening and/or weekend work is required from time to time.
- A neat appearance and appropriate businesslike apparel are required.
- The working environment conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical

- Involves mobility within the campus and various sites, light lifting of equipment, etc.
- Input, access and distribute information using computers.
- While performing the duties of this job, the employee is required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.
- The physical conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Creative and Analytical Skills

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to devise or modify methods or processes to solve specific problems.

Language/Communication Skills

- Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.

CROWDER COLLEGE RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS POSITION DESCRIPTION IN ANY WAY THE INSTITUTION DESIRES.

THIS POSITION DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL JOB DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION.

THIS POSITION DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE.

THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL."

THE AFOREMENTIONED POSITION REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED INDIVIDUALS WITH A DISABILITY.