

# Cape Girardeau Public School District No. 63

## Job Description

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**Job Title:** Behavior Coach (pursuing BCBA certification)

**Terms of Employment:** 9 month contract; 183 days + 10 additional days

**FLSA Status:** Exempt

**Reports to:** Principal and Director of Special Services

### **Brief Description of Position:**

Under the general direction of the Director of Special Services, the Behavior Coach will assist teachers, principals, and other staff members in developing appropriate behavior plans, IEP goals, data collection, analysis of data, conducting functional behavior assessments as needed, and follow up with all programming. The Behavior Coach will also conduct training on the implementation of the behavior plans as needed.

### **Required Qualifications:**

- Bachelor's degree
- Registered Behavior Technician; pursuing BCBA certification
- Ability to demonstrate excellent written and verbal communication skills
- Demonstrate skills in computer word processing, spreadsheets and data bases
- Experience in formative assessments, cooperative learning techniques, and data analysis

### **Desired Qualifications:**

- Master's Degree in Behavior Analysis
- Board Certified Behavior Analyst (BCBA)
- 3-5 years of experience in behavior analysis
- Experience in school setting

### **Essential Duties and Responsibilities:**

- Conduct Functional Behavior Assessments and observations as needed.
- Write and assist in the implementation of behavior plans.
- Work collaboratively with school staff to develop behavior plans.
- Create appropriate data collection systems to track student progress.
- Analyze and interpret data.
- Work collaboratively with school staff, agencies, parents, and students to implement programs and procedures developed.
- Provide training and coaching to teachers, administrators, instructional aides, and support staff on behavior plans, data collection, interpretation of data, and other evidence based practices.
- Participate in team meetings, IEP meetings, and other districts meetings.
- Maintain confidentiality on student and staff issues.
- Stay current on best practices and research.
- All other duties as assigned.

**Physical Demands/Environmental Factors:**

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to travel between multiple locations.

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Assistant Superintendent

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resource Coordinator

Reviewed February 2015