



**Job Title:** Board Certified Behavior Analyst (BCBA) - 190 Day Contract - At Will

**Location:** West Central Education District- providing behavior analytic services to one or more member districts (Albany, Melrose, Paynesville, and Sauk Centre) and to students in WCED programs (setting IV, ALC, transition)

**Reports To:** Special Education Supervisor

**Position Overview:** WCED is Board Certified Behavior Analyst (BCBA) to provide behavior analytic assessments, consultation, and intervention services for students receiving special education services.

This position serves students with significant behavioral and social-emotional needs across member districts and WCED programs. The BCBA collaborates with multidisciplinary teams to conduct functional behavior assessments, develop behavior intervention plans, and provide coaching and training to staff implementing behavioral supports. Services are delivered in educational settings and other environments as appropriate, ensuring compliance with state and federal regulations.

### **Essential Functions:**

#### **Evaluation and Assessment**

- Conduct Functional Behavior Assessments (FBAs) and other behavior analytic evaluations to identify environmental variables influencing student behavior.
- Analyze behavioral data and assessment results to determine appropriate intervention strategies.
- Prepare written evaluation reports consistent with Minnesota Department of Education requirements and district procedures.
- Use data-based decision-making to monitor and adjust behavior interventions.

#### **Behavior Intervention and Support**

- Develop and implement Behavior Intervention Plans (BIPs) and Positive Behavior Support Plans based on assessment data.
- Provide consultation and technical support to school teams implementing behavioral interventions.
- Support the development of proactive and preventative strategies to address challenging behaviors.
- Monitor student progress and adjust intervention strategies based on ongoing data collection and analysis.
- Provide direct and indirect behavior analytic services within school settings and WCED programs.

#### **Consultation and Collaboration**

- Collaborate with teachers, administrators, school psychologists, social workers, paraprofessionals, and families to support student behavioral success.
- Participate as a member of IEP teams to provide behavior analytic expertise and recommendations.
- Provide guidance to teams on evidence-based behavioral strategies and supports.
- Assist teams in implementing positive behavioral interventions and supports across educational environments.

#### **Training and Capacity Building**



- Provide training to staff on behavior analytic principles and effective behavior support strategies.
- Support staff in implementing data collection systems and monitoring student progress.
- Provide coaching to staff to increase fidelity of behavior intervention implementation.
- Facilitate professional learning related to behavior management, prevention strategies, and crisis response when appropriate.

### **Compliance and Documentation**

- Maintain accurate and timely documentation including evaluation reports, consultation notes, and progress monitoring data.
- Ensure compliance with special education laws, regulations, and district policies.
- Maintain confidentiality in accordance with FERPA, IDEA, and district policies.
- Maintain regular and reliable attendance.
- Perform other duties as assigned.

### **Knowledge, Skills, and Abilities:**

- Strong knowledge of Applied Behavior Analysis (ABA) principles and evidence-based behavioral interventions.
- Knowledge of Functional Behavior Assessments and development of Behavior Intervention Plans.
- Understanding of special education law, IEP processes, and behavior support regulations.
- Ability to analyze behavioral data and apply findings to intervention planning.
- Ability to build collaborative relationships with families, staff, administrators, and community partners.
- Strong written and verbal communication skills.
- Ability to provide training, coaching, and consultation to multidisciplinary teams.
- Ability to work independently and manage multiple responsibilities across settings.
- Proficiency with technology for documentation, data management, and data analysis.
- Commitment to culturally responsive practices and professional confidentiality.
- Ability to present information effectively to small and large groups.

### **Education:**

Master's Degree in Applied Behavior Analysis

### **Licensure/Certification:**

- Board Certified Behavior Analyst (BCBA) certification through the Behavior Analyst Certification Board (BACB)
- Valid Driver's License

### **Working Conditions:**

- Services are delivered in school buildings, WCED programs, and other educational settings.
- Frequent travel across the service area is required; must be able to drive.
- Work may involve supporting staff with students demonstrating challenging behaviors.
- Requires flexibility in scheduling to support school team needs.
- Light to moderate physical demands including responding to student behaviors and assisting with safety procedures when necessary.
- Requires visual and auditory acuity for observation, assessment, and communication.

### **TO APPLY:**



WEST CENTRAL EDUCATION DISTRICT  
Celebrating 100+ Years of Educational Community

Email the completed [job application](#), letter of interest, resume, and 2 letters of reference to Erin Hoffman, Executive Director at [ehoffman@wced6026.com](mailto:ehoffman@wced6026.com).