

## JOB DESCRIPTION

Job Title: Behavior Specialist - Special Education  
Department: Special Education  
FLSA Status: Exempt  
Revised Date: April 2025  
Salary Schedule: Certified

Pay Range: Per Salary Schedule Work Calendar  
Days: 213  
Hours Per Day 7  
Reports to: Assistant Director of Special Education

### SUMMARY:

The behavior specialist is responsible for conducting thorough Functional Behavior Assessments (FBAs) to understand the root causes of behaviors, and then developing and implementing individualized Behavior Intervention Plans (BIPs) to address them. Critical to their role is the ability to collaborate effectively with teachers, administrators, and families, providing training and support to ensure consistent implementation of strategies. The Behavior Specialist continuously monitors student progress through data collection and analysis, adjusting interventions as needed, and proactively promotes positive behavior supports.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential Duty / Responsibility Description	Frequency Daily/Weekly/Monthly/Annually	% of Time
1. Disseminates information to staff, students, and parents regarding student needs, progress and resources.	W	10%
2. Takes a leadership role in consulting, collaboration and supporting school teams in conducting FBA's and developing and implementing student Behavior Support Plans (BSPs) with fidelity	W	10%
3. Use program evaluation tools (such as CDE quality indicators) in collaboration with the school-based multidisciplinary teams and district special education leadership to create a quality learning environment.	W	20%
4. Observe and provide feedback related to district mission/vision and specific goals for programs.	W	20%
5. Provides professional development for certified and classified staff in the areas of data collection, behavior analysis, and implementation of behavioral services.	W	10%
6. Perform other duties as assigned. ongoing		

**Total = 100%**

### EDUCATION AND RELATED WORK EXPERIENCE:

- Preferred: Board Certified Behavior Analyst
- 3 years experience in working with public schools

### LICENSES / CERTIFICATIONS / REGISTRATIONS:

- Colorado BCBA License (Preferred) or Hold a valid Colorado Teaching License
- U.S. Citizenship and Immigration Services Employment Eligibility Verification (Form I-9)
- Criminal background check required for hire.

### TECHNICAL SKILLS / KNOWLEDGE / ABILITIES:

- Understanding of disability areas under IDEA.
- Knowledge of how disabilities and behavior impact an individual's ability to function in the public school setting
- Knowledge of state and federal laws/regulations that protect individuals with disabilities in education, employment, and community.
- Knowledge of adult service providers and services available within each for students that are going to age out or graduate

**MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers, peripherals and related technology equipment.
- Operating knowledge of and experience with business and productivity software applications and programs.
- Operating knowledge of and experience with general office equipment, telephone systems, copiers, printers, fax machines, etc.