



# Cincinnati Center for Autism

[www.cincinnati-center-for-autism.org](http://www.cincinnati-center-for-autism.org)

## BCBA Job Description

### Position Qualifications:

- Completion of Master's Degree in Applied Behavior Analysis with BCBA and COBA certification.
- Completion of CE required for RBT/BCBA candidate supervision
- Demonstrates effective oral and written communication
- Maintains proficiency working independently and collaborating in an interdisciplinary team.
- Maintains confidentiality and demonstrates sensitivity to the various cultural and socioeconomic characteristics of clients and staff.

**Organizational Relationship:** Reports to Executive Director, Assistant Director, Behavioral Coordinator

**Supervisory Roles:** Individual and/or group supervision of RBT and BCBA fieldwork students as assigned; Supervision of Lead RBT and/or BCBA Fellow as assigned

### Position Responsibilities:

- Leads assessments for IEP and Treatment Planning- with technicians and Intervention Specialists- VB-MAPP, Essential for Living, AIMSweb, and ABLLS
- Collaborates with team to develop IEP, Treatment Plans, and Treatment Schedules
- Attends IEP meetings for caseload as requested
- Trains technicians to implement specific acquisition programs on IEP and Treatment Plan
- Trains technicians in behavioral intervention implementation for general classroom instruction
- Trains technicians in data collection/skills tracking
- Reviews student/client-specific data regularly ("binder checks")
- Conducts FBA and develops individualized Behavior Intervention Plans
- Trains technicians on implementation of BIP (Fidelity Sheets)
- Provides support as needed in Emergency Safety Intervention
- Provides fieldwork supervision to BCBA candidates and/or Fellows
- Provides supervision of Registered Behavior Technicians (RBT)
- Completes insurance paperwork in a timely manner (treatment notes/billing sheets)
- Stays current with evidence-based research on effective strategies for clients
- Participates in summer program planning as requested
- Collaborates with Building Administrator in staff scheduling/absences
- Manages Bi-Weekly Meetings and writes summary notes and sends to the team.
- Holds regular parent meetings regarding progress review/treatment updates as needed
- Communicates with parents regarding ESI
- May provide school district consultation as requested by Executive Director



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- Consistently submits up-to-date treatment schedule as caseload increases
- Follow safety protocols when traveling in community
- Other duties as assigned by Executive and Assistant Director