



NON-IBN ADDENDA JOB DESCRIPTION

TITLE/POSITION Behavior Autism Assistance Team (BAAT) Coordinator

SUPERVISOR Director of Student Support Services

EVALUATION Performance is to be evaluated annually by Coordinator of Student Support Services

CERTIFICATION REQUIREMENTS Must meet all requirements of an active Board Certified Behavior Analyst through the Behavior Analyst Certification Board.

ADDITIONAL REQUIREMENTS Must meet all Behavior Analyst licensure requirements of the Arizona Board of Psychologist Examiners as outlined in Arizona Revised Statutes and the Arizona Administrative Code.

- QUALIFICATIONS**
1. Master's Degree in Applied Behavior Analysis or a related field.
 2. Minimum of 5 years experience as a Board Certified Behavior Analyst without current disciplinary sanctions.
 3. Meets on-going supervision CEU requirement of the Behavior Analyst Certification Board.

TERMS OF ADDENDA Addenda/Extra Duty employment is term specific with no right of continuation. Remuneration is per the Board approved schedule. The administrator has the right to recommend a pro-rated addenda/extra-duty stipend based on completion of responsibilities. Should you be unable to fulfill your contractual obligation, the amount will be pro-rated upon actual days completed.

ADDENDA TYPE **NOTES:** \$5279.36 annually

SELECT ONE Flat Rate
 Per Diem
 Formula

ITEMS REQUIRED AT THE START OF PROGRAM

DUE DATE: August, 20XX

EMPLOYEE SIGNATURE: _____

COMPLETION DATE:

1. Analysis of data to identify trends and priority areas of need related to systematic behavioral supports provided through SSS and aligned with District MTSS-B initiatives.
2. Assist with the identification of targeted outcomes and tracking metrics for BAAT services and supports relevant to the Department Improvement Plan (DIP), i.e. seclusion/restraint, BAAT referrals, level D placement, etc.
3. Development/revision of written procedures and form templates for consistent data collection, graphing, and reporting of BAAT interventions and supports.

ITEMS REQUIRED AFTER THE START OF PROGRAM

DUE DATE: May, 20XX

EMPLOYEE SIGNATURE: _____

COMPLETION DATE:

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| <ol style="list-style-type: none"> 1. Collect data on identified targeted outcomes and report progress quarterly. 2. Review and revise BAAT forms, procedures, and guidance documents to ensure information is current and aligned with District expectations and ABA field best practices 3. Coordinate the design and implementation of PD based on identified needs across stakeholder groups. 4. Develop and provide oversight for supervised fieldwork in applied behavior analysis program for DVUSD employees. | <ol style="list-style-type: none"> 5. Collaboratively develop criteria and procedures for the provision of direct BCBA services through the IEP process. 6. Develop and implement professional development plan for monthly training for BCBAs, Behavior Consultants, and Technicians. 7. Complete evaluations for assigned Behavior Consultants and Technicians 8. Meet monthly with the Director or Manager of SSS 9. Attend and meaningfully contribute to SSS Leadership & SSS Coordinator meetings. |
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ITEMS REQUIRED AT COMPLETION OF PROGRAM

DUE DATE: May, 20XX

EMPLOYEE SIGNATURE: _____

COMPLETION DATE:

1. Finalize summary data and narrative to report progress on targeted outcomes, as well as behavior trends in the District.
2. Provide input and assist with revisions to SSS resources related to BAAT team interventions and supports.
3. Confirm that current forms, procedures, and guidance documents are appropriately linked on prioritized platforms (e.g. portal, SSS Hub, BAAT website, shared drives, etc.)
4. Attend and meaningfully contribute to the SSS Leadership Retreat.

COMPLETION OF ADDENDA **SUPERVISOR SIGNATURE** _____ **DATE** _____

****Your employment is "at will" and may be terminated by the District, or by you, with or without cause. Termination shall become effective upon Board action. No legitimate expectation of continued employment is created by this notice of appointment, understandings with the District or its agents, interpretations of Board policies, salary/compensation schedules, job descriptions or documents generated by the District.**