

# *Advances Learning Center*

**Position:** Full Time BCBA Consultant

## **ABOUT THE ORGANIZATION**

Advances Learning Center ([www.advancesonline.com](http://www.advancesonline.com)) is dedicated to providing outstanding educational services to children with autism-spectrum and related disorders using scientifically-validated teaching methods. Our teaching and consultation is informed by the current educational research. We collaborate with all members of the child's team to ensure generalization and functional use of new skills. We offer ABA Consultation and 1:1 services, social skills groups and assessments and other behavior analytic services.

## **ABOUT THE POSITION**

The Behavior Analyst reports directly to the Clinical Director and has the ultimate accountability for ensuring that appropriate ABA services are provided to each student in his/her caseload. In order to accomplish this, (s)he provides behavior analytic expertise; manages client, school, and parent relationships; and supervises employees to ensure quality execution of behavior analytic duties. Responsibilities are outlined below. We are seeking qualified candidates on the South Shore, Greater Boston, Central Massachusetts, or the North Shore/Middlesex County.

### ***Behavior Analytic Duties***

- Work closely with Instructors and Program Managers to provide Behavior Analytic services, ensuring the ongoing safety of the student.
- Oversee initial program set-up, including completion of initial assessment and student's assessment-based goals and objectives. Ensure individualized curricula and behavior plans for the student are written and reviewed.
- Manage data collection and analysis. This includes setting up and overseeing the data collections methods; taking inter-observer agreement to ensure that data collection is accurate; and analyzing data to make teaching decisions.
- Ensure high-quality ongoing behavior analytic services. This includes taking procedural integrity measures to ensure procedures are being run correctly; overseeing progression through the written teaching program; overseeing consistent implementation of behavior plans; and writing progress reports for each student at the end of each quarter.
- Manage problem and interfering behaviors. This includes conducting functional assessments of problem behaviors; overseeing data collection for such assessments; writing operational definitions of any interfering behaviors that students display during sessions; and ensuring that baseline data on such behaviors is promptly collected.
- Ensure that token boards, visual prompts, and other materials are created as needed.

### ***Client Management***

- In partnership with the Clinical Director, manage relationships with schools and parents:
- Serve as ALC's first point of contact to collaborate with all stakeholders for each case, address client

concerns and needs, communicate ALC changes and policies, etc.

- Provide true, thorough, and concise verbal reports to parents, school contacts, teachers, etc. as needed.
- Oversee the fulfillment of the contract and ensure that services are being rendered.

### ***People Management***

- In partnership with Clinical Director, lead, manage, motivate, and mentor direct reports.
- Manage direct reports' performance to ensure high quality service and results, providing direction, support, and feedback as needed.
- Immediately advise Clinical Director and HR of need to hire new staff. Participate in the hiring process for Instructors and other employees as needed.
- Conduct performance appraisals in a fair and timely manner.
- Collaborate with Clinical Director and HR to manage performance, conduct, and/or attendance issues.
- Ensure substitutes are found for Instructors' planned absences.

### ***Benefits***

- Competitive Salary
- Competitive Bonus Structure
- Eligibility for quarterly mileage reimbursement plan
- Professional Development Funding
- 35 paid days off per year, which can be used for holidays, vacations, sick days, and personal days
- Health and/or dental coverage (75% for individual coverage, 50% for family coverage)
- No-match 401k

## **JOB REQUIREMENTS**

### **Qualifications**

- Masters Degree required and BCBA certification required. Applicants who are planning to sit for the BCBA exam in the near future may be considered.
- 3-5 years of ABA experience, working both in clients' homes and in schools.
- Candidates who have provided ABA services to at least 20 clients over their career would be ideal.
- Experience with children whose age range spans 10+ years is ideal. Experience with an age range of at least 5 years is required.
- Excellent interpersonal / social skills, able to connect easily and quickly with people.
- Organized and efficient, detail-oriented, able to multi-task.
- Team player who is also able to take the lead.
- Responsible and reliable.
- Able to manage and motivate others to achieve desired results.
- Able to commit at least two years to this job.
- Citizenship, residency or work VISA in United States required

You must also be able to produce the following items at time of hire or during first week of employment: Two references of individuals that have known you for at least 6 months, preferably that have a license, BCBA, or PhD; transcripts or copy of your diploma from your highest level of education; and additional completed paperwork provided at time of hire.

**PLEASE VIEW AND APPLY FOR THE FT BCBA CONSULTANT POSITIONS AT:**

**<http://advancesonline.com/careers/current-postings/>**

Equal Opportunity Employer

Advances Learning Center is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

All questions can be directed to:

Erica Grzywacz  
Staffing and Scheduling Specialist  
Advances Learning Center  
51 Water Street, Suite 200  
Watertown MA, 02472  
617-923-7575 ex. 3304