



JOB DESCRIPTION

Department: School Based Mental Health	Job Title: Board Certified Behavior Analyst (BCBA)
---	---

Job Objective:

The School-Based Mental Health BCBA is a key member of the Central Region Educational Cooperative's (CREC) SBMH "Help Team" which provides behavioral and mental health support to rural school districts in central New Mexico. Travel time to and from districts is included in the workday and mileage for travel is reimbursed monthly. The Help Team BCBA will primarily work with district staff within the school setting. CREC employees are eligible for all related State of New Mexico benefits; and participate in the New Mexico Educational Retirement Board (NMERB) system.

Supervised by: SBMH Coordinator

Receives Professional Direction/Guidance from: Lead Board Certified Behavioral Analyst

Required License/Certification:

- Board Certified Behavior Analyst Certificate from a recognized accredited organization
- NMPED license in a related field or the ability to apply and or obtain licensure prior to date of hire

Minimum Qualifications:

- Graduate Degree in education, mental health, or another related field
- Minimum of 3 years' experience providing behavioral support to children and adolescents in a school setting

Additional Requirements:

- Valid driver's license and proof of auto insurance
- Travel is required, ability to provide own transportation and travel statewide
- High speed internet in home
- Comfortable with the use of technology and programs. Have the ability to utilize various technologies and software programs, including but not limited to productivity tools data management systems, virtual communications platforms, and instructional technologies.
- Ability to pass a background check

Preferred Knowledge, Skills, and Ability:

MEMBERS: Estancia Municipal Schools, Jemez Valley Public Schools, Pueblo Laguna Dept of Education, Magdalena Municipal Schools, Mountainair Public Schools, Quemado Independent Schools, Vaughn Municipal Schools, San Diego Riverside Charter, Sequoyah Adolescent Treatment Center, Children's Psychiatric Center, New Mexico Corrections Department, Juvenile Justice Dept

- Ability to present information related to supporting and maintaining student's behavioral goals to school personnel, mental health providers, family members, and the student.
- Ability to work cooperatively and professionally with educational and mental health professionals and blend the diverse needs and expectations that may exist between these entities while projecting excellent interpersonal communication skills.
- Ability to work independently out of a satellite/home office, while utilizing effective time management skills
- Ability to schedule, plan, and facilitate observations, consultations, and trainings between multiple districts, each with specific and diverse needs, resources, and understanding of student's behavioral and mental health needs.
- Strong understanding of the interrelatedness of mental health needs and difficulties and behavioral differences
- Excellent interpersonal skills
- Superior collaborative-problem-solving abilities
- Understanding of, and appreciation for the regional, cultural, and individual differences that will be encountered in rural New Mexico schools
- Demonstrate competence with technology necessary to collect, analyze, and disseminate data, such as word processing, databases, spreadsheets, and other applications
- Comfortable with video conference technology and web-based platforms

Scope of Work:

- Travel to rural districts (Belen, Jemez Valley, Estancia, Vaughn, Mountainair, Magdalena and Quemado) in central New Mexico to provide services.
- Observe students to assess their behavioral needs
- Interview and consult with staff, parents, and the students to determine specific behavioral support needs
- Lead the collaborative development of behavioral support plans for regular and special education students based on observations, interviews, record reviews, and consultations
- Work closely and collaboratively with the Lead BCBA
- Track and analyze data as it relates to supporting individual students and the learning environment in general
- Provide written documentation in support of data collection, interpretation, and behavioral planning
- Assess the need for, and provide professional learning materials, support, and opportunities to staff and family members of students to encourage best practices for students with behavioral differences
- Provide program support and professional learning virtually and in person
- Attend meetings to support staff and family with the integration of a student's behavioral needs with their educational, mental health, and daily living needs
- Regularly meet and collaborate with other members of the SBMH Help Team to evaluate and plan team-wide coordination of services as a whole and to specific districts.
- Attend monthly all-staff meetings and BCBA team meetings
- Regularly communicate with district administrators to ensure they understand the role that the SBMH BCBA is playing in, support that is being provided to their district, and supports that are available, but may be underutilized
- Maintain regular communication with the SBMH Coordinators regarding implementation of all the above

By my signature below, I affirm that: I have read the duties and requirements listed on this job description; I have been able to ask questions to clarify matters I do not understand, and I understand and accept them.

I have read, understand, and can perform the duties of this position with, or without reasonable accommodation.

I also agree to follow district safety rules and accident prevention procedures.

Employer

Employee

Date

Date

Reviewed and Revised: April 2025