



The Lincoln Center for Family and Youth  
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## JOB DESCRIPTION: BOARD CERTIFIED BEHAVIOR ANALYST (BCBA)

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**Title:** Board Certified Behavior Analyst (BCBA)

**FLSA:** Exempt

**Reports To:** TLC's Chief Clinical Officer

**Organization Summary:** The Lincoln Center for Family and Youth ("TLC") is a social enterprise company serving the Greater Philadelphia Area for over 50 years. Founded in 1970 and incorporated in 1983, TLC is an entrepreneurial nonprofit providing innovative education, coaching, and counseling services to public school students and their families. For more information, please visit <https://TheLincolnCenter.com>

**Position Summary:** The Board Certified Behavior Analyst (BCBA) will work with elementary, middle, and/or high school students at a Philadelphia-based charter school to (a) study the behavior of students and create plans to improve or change problematic behaviors; (b) work with students who have developmental disabilities, brain injuries or emotional control, social or behavioral issues; and/or (c) help students manage issues such as stress or anger in healthier ways or achieve personal behavior goals.

**Duties & Responsibilities**

- Attend team meetings for the purpose of obtaining and providing information and insight that will assist the daily interaction with specific children.
- Attends meetings and in-service presentations (e.g. first aid, CPR, emergency procedures, crisis prevention, etc.) for the purpose of acquiring and/or conveying information relative to job functions.
- Documents data under the supervision of assigned teacher, or supervisor to support progress monitoring of students.
- Implements under the supervision of assigned teacher, behavioral plans designed by team for students with interfering behaviors or other special conditions for the purpose of presenting and/or reinforcing learning concepts.
- Maintains behavioral progress monitoring and/or manual and electronic files/records of each crisis intervention for the purpose of meeting mandated requirements.
- Monitors and responds to crisis and support calls using approved restraint and de-escalation techniques when required for the purpose of ensuring student safety.
- Monitors students during assigned periods within a variety of school environments (e.g. rest rooms, playgrounds, hallways, bus loading zones, cafeteria, parking lots, field trips assemblies, etc.) for the purpose of maintaining a safe and positive learning environment.

- Provides under the supervision of assigned teacher, practice/review of learned skills to students in a variety of individual and group activities (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives; implementing team plans, and ensuring student success in school.
- Works directly with students (e.g. one to one, de-escalating, safety escort, etc.) for the purpose of ensuring student and staff safety.

- Skills & Knowledge:**
- Successful completion of internship and/or formal training in behavior analysis
  - Applied behavior management and analysis skills
  - Communication, organizational and interpersonal relations skills
  - Ability to work with a variety of clients in regard to age, functionality, and with minimal direction

- Education & Experience:**
- Education: Master’s degree required
  - Certification: Board Certified Behavior Analyst (BCBA)<sup>®</sup> Certification in Pennsylvania required

**Other Duties:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Work Environment:** Home, school, community, and office settings

**Work Hours:** This is a full-time, 40 hours per week, 43-week position

**Travel:** Travel to the designated school, various homes, and community settings within the school community

**EEO Statement:** Our Company is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment which is free of harassment, discrimination, or retaliation because of age (40 and over), race, color, national origin, ancestry, religion, sex, pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. We are dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment