



Tiered Job Description

Lead BCBA

Roles and Responsibilities

The following outlines our company's expectations for all Lead BCBA's. This list will be fluid as changes are made to the WAC code, insurance requirements, and best practices from the Board. However, all Lead BCBA's can expect to fulfill *at least* the following responsibilities.

Tier I – General Job Description

BCBA-related tasks and duties

- All tasks as outlined on the BACB's website including but not limited to:
 - Direct and Indirect Assessment and Assessment Write-Ups
 - Treatment Plan Development including Program Development and Modification
 - Supervision of BT's and LABAs and BCBA's
 - Family/Parent Coaching as needed
 - FBAs and BIPs
 - Data Analysis – Data will be reviewed monthly at a minimum – Progress
 - Data driven treatment decisions
 - Consistent Documentation of Progress – Progress Report provided every 6 months at a minimum.
 - Team Meetings as needed or requested by family or school (within reason)
- All Ethical Guidelines as outlined by the BACB
- Lead BCBA will follow all other related laws, professional guidelines and best practices to the greatest extent possible.

Tier II – Professionalism, Teamwork, Leadership

Professionalism

- Professional Dress and Demeanor
- Professionalism as related to timeliness or alerting clients, BTs or schools that you will be late.

- BTs, parents, schools, administrators, colleagues within CBC, outside professionals and any/all people associated with the client's Treatment Plan are to be treated with respect at all times. Represent the CBC name in an honorable fashion.
- Disagreements will be handled first internally with the BCBA and the LABA or BT. Once all effort has been attempted to come to an agreement the BCBA will request support from company owner.
- Dual relationships with clients will not be tolerated. Discussing company-related issues, aspects of another client's Treatment Plan (even if the clients know each other outside of the company), within team disagreements, or gossip of any kind will not be tolerated and will be grounds for a disciplinary meeting and potential termination.

Supervision

- Supervision by BCBA will be a minimum of 5% of LABAs hours with more supervision provided as determined by the BCBA.
- All treatment decisions are to be made collaboratively with LABA in case with care taken to ensure Lead BCBA is facilitating learning rather than dictating it.
 - Treatment Goals
 - Assessment tools used
 - Instructional strategies used
 - Parent Coaching recommendations
 - BT Supervision methods
 - Team Decisions and methods to reach agreement
 - Hours, settings, frequency and duration of sessions

Teamwork, Cooperation and Leadership

- Lead BCBA will actively listen to all team members ideas and consider each with an open mind. Disagreements, even mistakes, will be discussed kindly and with a "teacher mentality" and best of intentions assumed.
- Feedback is provided using evidence-based coaching methods which includes building rapport, providing corrective feedback that is specific and concrete, and using the methods outlined in "Radical Candor" with an emphasis on caring personally while challenging directly.
- Lead BCBA will lead by example by modeling appropriate social and emotional boundaries, remaining a patient, teacher-like mentality for all supervisees and clients, modeling self reflection and improvement and a professional, kind approach to issues that may arise.

Tier III - Company Culture

- Lead BCBA makes every effort to support company culture and facilitate the priorities and philosophies created by the Leadership Team.