



Pediatric Therapy Center  
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**EXHIBIT A**  
**JOB DESCRIPTION:**  
**JOB TITLE: BOARD CERTIFIED BEHAVIOR ANALYST**

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**EMPLOYEE NAME:**  
**REPORTS TO: ABA MANAGER, CEO**  
**DATE REVISED/APPROVED: 1/2026**  
**TODAYS DATE:**

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**Summary:** The Board Certified Behavior Analyst (BCBA) is an independently practicing clinician responsible for the comprehensive delivery and oversight of Applied Behavior Analysis (ABA) services for pediatric clients. The BCBA provides clinical leadership and accountability for assessment, treatment planning, data-based decision-making, staff supervision, and family collaboration.

This role requires managing an assigned caseload, supervising Registered Behavior Technicians (RBTs) and Provisional Licensed Behavior Analysts (PLBAs), and ensuring all services are delivered in compliance with BACB ethical standards, state licensure requirements, and payer regulations, including Medicaid and private insurance.

The BCBA serves as a clinical leader, mentor, and advocate for quality care, balancing high standards for clinical excellence with compassionate, family-centered service delivery. The BCBA may independently supervise and deliver services across Medicaid and private insurance payers in accordance with credentialing and licensure standards.

**Starting Pay:** Start at \$75,000 for full-time salaried staff members, based on experience

**Job Responsibilities (but not limited to):** The following is a summary of job responsibilities that are included for the Board Certified Behavior Analyst, Assistant Behavior Analyst, Provisionally Licensed Behavior Analyst. These statements may not describe the entire job, but are intended to describe the general nature, essential functions, and level of qualifications and skills required for the position.

Behavior Analyst Job Responsibilities:

**Clinical Assessment & Treatment Planning**

The BCBA is responsible for the clinical integrity and medical necessity of all services provided under their supervision.

Key responsibilities include:

- Conducting and overseeing comprehensive behavioral assessments, including:
  - Functional Behavior Assessments (FBAs)
  - Skill acquisition and developmental assessments such as VB-MAPP, ABLLS-R, AFLS, PEAK, or equivalent tools
- Analyzing assessment data to identify:
  - Skill deficits
  - Behavioral excesses



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- Functions of behavior
- Treatment priorities
- Developing, approving, and signing individualized treatment plans and behavior intervention plans that are:
  - Data-driven
  - Measurable
  - Aligned with family priorities
  - Clinically appropriate and medically necessary
- Ensuring treatment plans align with payer authorization requirements, service limits, and medical necessity criteria
- Completing all required clinical reports, including:
  - Initial evaluations
  - Reassessments
  - Progress reports
  - Discharge summaries
- Reviewing ongoing client data and modifying treatment plans as needed based on:
  - Objective data trends
  - Clinical progress
  - Caregiver input
  - Environmental or contextual changes

### **Supervision & Clinical Oversight**

The BCBA is responsible for clinical supervision, staff development, and treatment fidelity across all assigned cases.

This includes:

- Providing direct supervision and oversight to:
  - Registered Behavior Technicians (RBTs)
  - Provisional Licensed Behavior Analysts (PLBAs)
- Ensuring supervision meets or exceeds:
  - BACB supervision standards
  - State licensure regulations
  - Medicaid and private insurance supervision requirements
- Conducting regular direct observations of service delivery to ensure:
  - Accurate program implementation
  - Ethical behavior
  - Client safety
- Providing ongoing feedback, coaching, and performance support to supervisees
- Reviewing, approving, and signing clinical documentation completed by RBTs and PLBAs as required
- Ensuring all behavior intervention plans are implemented with fidelity and within ethical and professional standards

### **Parent Training & Family Collaboration**

The BCBA plays a critical role in **family engagement, education, and empowerment.**



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Responsibilities include:

- Conducting and overseeing caregiver and parent training sessions
- Ensuring parent training goals align with treatment objectives and promote:
  - Skill generalization
  - Maintenance across environments
- Providing families with clear, compassionate, and professional clinical guidance
- Addressing caregiver concerns and participating in collaborative problem-solving
- Participating in family meetings, interdisciplinary coordination, and care planning as needed

### **Caseload & Service Management**

The BCBA is responsible for **effective caseload oversight and service coordination**.

This includes:

- Maintaining an assigned caseload across approved payers (Medicaid and private insurance)
- Monitoring authorization utilization, service delivery timelines, and reauthorization needs
- Collaborating with scheduling, billing, and administrative teams to support continuity of care
- Communicating proactively regarding changes in client needs, staffing, or risk factors
- Supporting crisis intervention, behavior escalation planning, and risk management as clinically indicated

### **Data, Documentation & Compliance**

The BCBA is accountable for **accurate, ethical, and audit-ready documentation**.

Responsibilities include:

- Regularly reviewing and analyzing client data to guide clinical decision-making
- Ensuring all documentation is:
  - Accurate
  - Timely
  - Insurance-compliant
  - Consistent with clinical services delivered
- Maintaining documentation standards that are defensible during:
  - Insurance audits
  - Medicaid reviews
  - Internal quality reviews
- Ensuring compliance with HIPAA, confidentiality requirements, and ethical documentation practices

### **Leadership & Professional Responsibilities**

The BCBA serves as a **clinical leader and mentor** within the organization.

Responsibilities include:

- Actively supports organizational leadership by contributing to clinical initiatives, program development, staff training, and quality improvement efforts aligned with the organization's mission and strategic goals.
- Serves as a clinical and ethical leader, fostering a positive, collaborative, and accountable clinic culture that supports both client outcomes and staff wellbeing.



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- Models professionalism, integrity, and compassionate leadership in all interactions with staff, families, and community partners.
- Mentors and supports the professional growth of Student Analysts, PLBAs, and RBTs through guidance, feedback, and leadership by example.
- Promotes a culture of continuous improvement by identifying opportunities for positive change in clinical practice, systems, and team dynamics.
- Demonstrates a strong commitment to making a lasting, meaningful impact on the lives of children, families, and staff while advancing the organization's mission and values.
- Participating in case reviews, team meetings, and quality improvement initiatives
- Adhering at all times to the BACB Ethics Code and organizational policies

### **Qualifications:**

*The individual must hold a current Missouri Board Certified Behavior Analyst or Assistant Behavior Analyst License or Provisional License. The Board Certified Behavior Analyst or Assistant Behavior Analyst, must also hold a current Board Certification through the Behavior Analyst Certification Board. If any of the licenses lapse, the employee will not be eligible to continue work until the license is updated and on file. Current CPR/AED and BLS for HealthCare certification is required. If the provider does not have a current certification, classes and completion of the test must be completed within the first 90 days of employment.*

### **Communication & Interpersonal Skills**

- Demonstrates strong verbal and written communication skills necessary to:
  - Explain clinical concepts clearly to families, staff, and interdisciplinary team members
  - Write professional, accurate, and insurance-appropriate clinical documentation
  - Provide constructive feedback, coaching, and supervision to RBTs and PLBAs
- Communicates respectfully, professionally, and empathetically with children, caregivers, and coworkers
- Effectively adapts communication style to meet the needs of diverse families and staff
- Demonstrates active listening, problem-solving, and conflict-resolution skills

### **Language Skills**

- Ability to read, write, and communicate effectively in English for clinical documentation, supervision, and caregiver education
- Ability to interpret clinical reports, authorization letters, and payer guidelines accurately
- Additional language proficiency is considered an asset but not required

### **Mathematical, Analytical & Reasoning Skills**

- Demonstrates the ability to:
  - Collect, calculate, and analyze behavioral data accurately
  - Interpret graphs, trends, and variability to make data-based clinical decisions
- Uses logical reasoning and critical thinking to:
  - Identify behavior functions
  - Modify treatment plans
  - Assess treatment effectiveness



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- Applies basic mathematical skills required for:
  - Data analysis
  - Graphing
  - Monitoring service utilization and authorizations

### **Professional Judgment & Soft Skills**

- Demonstrates sound clinical judgment and ethical decision-making
- Maintains professionalism under pressure and in challenging clinical situations
- Demonstrates flexibility, adaptability, and accountability in a dynamic clinical environment
- Manages time effectively while balancing direct care, supervision, documentation, and meetings
- Models leadership, integrity, and emotional intelligence in all professional interactions

### **Physical and Other Demands:**

The physical demands described here are representative of those required to successfully perform the essential functions of this position.

- Ability to sit, stand, walk, bend, kneel, and move throughout the clinic, home, or community settings as needed
- Ability to engage in active play and therapy activities with children
- Ability to lift, assist, or support children as clinically appropriate, consistent with safety training and policies
- Ability to visually monitor client behavior and read written and electronic documentation
- Ability to use computers, tablets, and standard office equipment for documentation and communication

### **Work Hazards:**

- Possible exposure to:
  - Loud noises
  - High-energy behaviors
  - Physical aggression (e.g., hitting, kicking, biting, elopement)
- Risk of minor injuries inherent to working in a pediatric behavioral health environment
- Required to follow all safety protocols, crisis intervention procedures, and training requirements
- May work in clinic, home, school, or community environments depending on client needs

### **Job Setting:**

- Sessions with clients may take place in a variety of settings, including but not limited to: clinic, client's home, outdoors, school, community (i.e., day programs).
  - In-home and school-based services will be determined on need and discretion of staff and provider.

### **Performance Expectations:**

Performance may be evaluated based on:

- Client progress toward treatment goals
- Quality and timeliness of clinical documentation
- Effectiveness of supervision and staff development
- Compliance with ethical, licensure, and payer standards



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- Contribution to clinic culture and quality improvement
- Family satisfaction and collaboration

**Evaluation:**

Performance of this job will be evaluated regularly. All employees are subject to a 90-working day probationary period of employment upon hire. A 6-month and 1-year performance review will be conducted. Thereafter, an annual performance review will be conducted and others as needed based on company needs.

I acknowledge that I, \_\_\_\_\_, have read the above job description in its entirety and I am able to perform this job as described above.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director Signature

\_\_\_\_\_  
Date