

**SANTA CLARA COUNTY OFFICE OF EDUCATION**

**CLASS TITLE: BEHAVIORAL ANALYST  
(COMPREHENSIVE AUTISM PROGRAM OR EMOTIONALLY DISTURBED PROGRAM)**

**BASIC FUNCTION:**

Under the direction of the Director Special Education/Designee, plans, organizes, coordinates, and

Assists with 15 hours of hands-on direct training of new teachers and students.

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Direct and evaluate the performance of assigned staff;

Communicate effectively both orally and in writing;

Interpret, apply and explain rules, regulations, policies and procedures;

Establish and maintain cooperative and effective working relationships with others;

Operate a computer and assigned office equipment;

Analyze situations accurately and adopt an effective course of action;

Meet schedules and timelines;

Work independently with little direction;

Plan and organize work;

Prepare comprehensive narrative and statistical reports;

Direct the maintenance of a variety of reports, records and files related to assigned activities;