

**SOUTH BERGEN JOINTURE COMMISSION  
JOB DESCRIPTION**

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**TITLE:** CLINICAL DIRECTOR

**QUALIFICATIONS:**

1. Master's Degree in related field; Doctorate preferred
2. NJDOE Principal or Chief School Administrator Certificate
3. Board Certified Behavior Analyst (BCBA) Certification
4. Experience in a leadership/administrative/supervisory position preferred
5. In-depth knowledge of regulations, procedures and best practices in therapeutic and/or special education settings
6. Clinical experience with youth and families
7. Experience with behavioral and mental health service delivery to children and young adults.
8. Excellent written and verbal communication skills

**REPORTS TO:** Superintendent

**SUPERVISES:** All clinical staff (Behaviorists/BCBAs, Psychologists, School Social Workers, Behavior Specialists)

**JOB GOALS:** To effectively organize and manage the SBJC educational and therapeutic services provided to students.

**PERFORMANCE RESPONSIBILITIES:**

1. Responsible for the development and implementation of departmental mission, vision and programs.
2. Responsible for implementation of applicable components of district-wide strategic plan.
3. Responsible for scheduling and daily management of the department.
4. Responsible for hiring employees to ensure the department is appropriately staffed.
5. Responsible for developing and implementing the departmental budget.
6. Responsible for supervision and evaluation of departmental staff.
7. Responsible for maintaining records of staff and students interactions, including cases for use by school staff members and outside agencies when appropriate.
8. Supervises the collaboration and coordination of staff within the department.
9. Coordinate the integration of teacher, paraprofessional and behavior team training, supports, and evaluation.
10. Provides research-based best practices to Autism and Emotional Regulation Impairment classrooms.
11. Oversees department/district use of various ABA assessments, software resources and data collection tools.

12. Provides consultation and intervention regarding behavior management, effective education and assessment of student's behavioral needs.
13. Supervises the development, implementation and monitoring of behavioral interventions.
14. Provides oversight and monitoring of behavioral assessments and treatment programs to ensure high quality, effective, and ethical practices.
15. Reviews the development and implementation of Functional Behavior Assessments (FBAs) and Behavior Intervention Plans (BIPs).
16. Reviews and monitors data pertaining to crisis incidents and provides direction in the management of future incidents.
17. Provides staff advice and assistance in the development, implementation, and evaluation of the procedures and policies related to mental health and behavior support services.
18. Serves as liaison between the school and the community regarding mental health and behavior support services.
19. Serves as liaison between behavioral department staff and Director of Outreach Services, Director of Curriculum and Assessment, Supervisor of Paraprofessional and Nursing and district administrators.
20. Supervises and assists in the delivery of related professional development to district staff.
21. Provides parent education opportunities and support.
22. Performs such other duties and assumes such other responsibilities as the Superintendent of Schools may assign.

**TERMS OF  
EMPLOYMENT:**

Twelve months a year.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of Administrative, Support Services personnel.

**ADOPTED BY THE BOARD OF EDUCATION:**



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**Michael Kuchar, Ph.D.**  
Superintendent

Approved: March 28, 2023