



NIAGARA COUNTY
CIVIL SERVICE
111 Main Street – G2
Lockport, New York 14094

Malcolm A Needler
Personnel Officer
(716) 438-4071

BEHAVIOR SPECIALIST

No 86-768 Examination Open to the Public

Salary Range: \$42.00 - \$47.00

The examination will be held to establish an eligible list used to fill one (1) current vacancy and any other appropriate vacancies in the North Tonawanda School District that may occur during the life of the list.

RESIDENCE REQUIREMENTS: Candidates must have been legal residents of Niagara County or a contiguous county (Erie, Orleans, Genesee) for at least one (1) month immediately preceding the date of the written examination and such residency must continue until the time of appointment. **Preference in appointment may be given to successful candidates who have been residents of the municipality in which the appointment is made. Non-residents may be required to become a resident of the appointing municipality if local law so states.**

MINIMUM QUALIFICATIONS: Candidates must meet one of the following on or before the date of the written exam. **If you do not meet these qualifications, your application will be disapproved and your filing fee will not be refunded.**

1. Must possess a National Board Certification in Behavior Analysis (BCBA) at time of appointment and for the duration of employment; **OR**
2. Possession of one of the following at time of appointment and for the duration of employment: Current New York State license, provisional license, or limited permit as a Master of Social Work, Mental Health Counselor, or Psychoanalyst; **OR**
3. Master's degree in behavior analysis, education, psychology, or a closely related field **and** two (2) years of full-time paid experience working directly with children with disabilities or behavioral problems.

NOTE: Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

DUTIES: The work involves professional practice of applied behavior analysis providing behavioral support for students with challenging behaviors in the school setting. The incumbent provides guidance and direction to classroom staff in managing and reducing the challenging behaviors of students. The incumbent performs behavioral assessments and facilitates the implementation of behavior plans, works in conjunction with team members to write the individual education plan for students with challenging behaviors and trains staff on proper behavioral interventions and communications with students. Work is performed under the direct supervision of a Principal or the general direction of the Director of Special Education. Does related work as required.

NOTICE TO CANDIDATES: The use of calculators is **RECOMMENDED**. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboard such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited. **Cell phones and smart watches are prohibited.**

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY OR POSTMARKED BY THE FILING DEADLINE. YOUR APPLICATION WILL BE DISAPPROVED IF PAYMENT IS NOT RECEIVED BY THE FILING DEADLINE.

FILING DEADLINE

APRIL 25, 2024

A non-refundable \$15.00 application fee is required.
Apply and pay online or submit a check or money order
payable to: **Niagara County Civil Service**

ANNOUNCEMENT ISSUED: April 5, 2024

EXAMINATION DATE

JUNE 1, 2024

DRUG SCREENING: Applicants may be required to undergo a drug-screening test to determine suitability for appointment in accordance with local policies. Applicants who test positive may be restricted from future certification.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES: Per chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

FEE WAIVERS: Waivers for the filing fee must be completed in full and submitted with required documentation or your application will be disapproved.

SUBJECT OF EXAMINATION: There will be a written test which you must pass in order to be considered for appointment. The written test will be designed to test for knowledge, skills, and/or abilities in such areas as:

1. **Advising and interacting with others:** These questions test for the ability to interact with other people in order to gather and present information and to provide assistance and advice in a courteous and professional manner.
2. **Preparing written material:** These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
3. **Working with youth:** These questions test for the principles and practices of providing counseling, supervision and other services to youth. Questions may cover such topics as adolescent development, counseling, crisis intervention, interviewing, supervising and guiding youth, and working with families and community service providers.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>

CANDIDATES NOTE: You are responsible for completing all sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the work week, final salary, and duties performed by you, must be shown. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor. **EACH SEPARATE SHEET ATTACHED TO THE APPLICATION MUST BE SIGNED.**

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangement for taking all tests at one test site. All examination for positions in State government will be held at a State Examination Center.

COLLEGE ACCREDITATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies that provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

COLLEGE CREDITS MUST BE VERIFIED WITH AN OFFICIAL TRANSCRIPT. If you have listed college or special courses on your application it will be necessary for you to submit an official transcript or special course certificate. **Documents can be submitted electronically or in hardcopy format but must be on official letterhead or stationary. If these documents are not on file prior to canvassing/certification for vacant positions, your name will not be canvassed/certified and your name will be removed from consideration for all appointments.**

This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

Please review **[IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES](#)**

Exams/Jobs Portal - **<https://niagara-portal.mycivilservice.com/>**

Niagara County Civil Service # 2024-61