



Notice of Job Vacancy #26-029

Posting Date: July 11, 2025

Position: Board Certified Behavior Analyst - PreK serving **Berkeley County Schools**

Employment Term: Full-Time / 200 days per fiscal year

Salary: Based upon the [FY'26 EPIC Professional Pay Scale](#) with years of experience and education with a 1.20% Therapeutic and Diagnostic Services Personnel Index

Position Overview: EPIC is seeking a Board Certified Behavior Analysts (BCBA) to provide comprehensive behavior analysis services to students in schools. We are looking for an experienced BCBA to provide high quality services in the areas of functional behavioral assessment, positive behavior support plan development, verbal behavior assessment, consultation, and staff training.

Qualifications:

1. Master's Degree in applied behavior analysis (ABA) or a related program
2. Certification from the Behavior Analyst Certification Board (BACB), <http://bacb.com/>
3. Minimum three years working after BCBA certification preferred
4. Credentialing Requirements:
 - Board Certified Behavior Analyst (BCBA)
 - Satisfactory Background Check Clearance

Applicants who have been dismissed or who have had their contracts non-renewed for cause by any school system, who have recent unsatisfactory evaluations by any school system, who demonstrate unsatisfactory interview performance, and/or who receive unfavorable reference recommendations from related work experience will not be eligible for consideration for employment with EPIC.

Duties and Responsibilities:

1. Provide behavior analyst services within various schools of Berkeley County Schools
2. Conduct functional behavioral assessments and write reports summarizing results
3. Develop positive behavior support plans utilizing evidence-based interventions
4. Assess a student's instructional needs and develop appropriate programming
5. Present assessment results to parents and school teams
6. Train staff on positive behavior support plans and instructional programs and monitor fidelity
7. Provide ongoing monitoring of student data and make programming adjustments as needed
8. Contribute to ongoing research at the organization
9. Conducts summer trainings for school personnel and parent/guardians as well as provide support to Extended School Year activities

Additional General Requirements:

1. Extensive knowledge of ABA
2. Effective written and verbal communication skills
3. Extensive skills in behavioral assessment and positive behavior support plan development
4. Extensive knowledge of data analysis
5. Ability to work collaboratively within a team atmosphere
6. Experience working with students with autism, emotional/behavioral disorders, and/or intellectual disabilities

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties may be assigned by the Special Education Administration, EPIC Administrator and/or their designee.

Reports To: Special Education Administration, EPIC Administrator

Conditions of Employment: Recommended by the EPIC Administrator; Confirmed by the EPIC Regional Council

Start Date: August 2025

Application Process: You may submit your application one of two ways:

Online application can be made via Teach-In West Virginia Application System by clicking on the link below:

[Use this link to go to the online application system.](#)

Hard copy EPIC application can be found by [clicking on this link.](#) Once completed, you may submit it along with your credentials to EPIC one of the following ways:

[Use this link to upload your application to our secure portal.](#)

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources
Fax to 304-267-3599 Attention: Human Resources

This posting will remain open until filled or no longer needed.
The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.