

Wachusett Regional School District

INSTRUCTIONAL SUPPORT

JOB DESCRIPTION

TITLE:

Applied Behavioral Analysis (ABA) Program Assistant

QUALIFICATIONS:

1. College degree.
2. Prior teaching experience desired.
3. Completed certified ABA Training Program required.

REPORTS TO:

Principal or designee

SUPPORTS FROM:

ABA Facilitator, Classroom teachers, School Special Education department, District Special Education Administrative Specialist

SALARY:

To be determined, based upon experience and training.

PERFORMANCE EVALUATION:

The ABA Program Assistant shall be evaluated annually using the Wachusett Regional School District Support Staff Review Form, Form #: 001-eval.

REPRESENTATION STATUS:

Un-represented Staff

JOB RESPONSIBILITIES:

The ABA Program Assistant is to work one to one with Autistic/PPD children aged 3 and up to decrease interfering behaviors and increase skill acquisition.

1. Assist with classroom organization, routine, and general classroom housekeeping tasks while providing a safe learning environment for students and maintaining a clean organized work area;
2. Assist classroom teachers with data collection and inter-observer reliability during baseline, program implementation, mastery, maintenance, and generalization of skills. Complete parent communication logs and District documents as required;
3. Use ABA procedures to conduct student programs, including but not limited to, discrete trials, and record data according to curriculum guidelines;
4. Maintain case student's Program Book, including but not limited to organizing assessments, creating progress reports, documenting programmatic changes, conducting reinforcement assessments, and constructing case student's training packet;
5. Assist in the development, implementation, and evaluation of curriculum programs and modifications, including but not limited to composition of augmentative communication devices, task analysis, and discrete trial materials;
6. Assist in the writing of quarterly progress reports and IEP objectives, participate in clinic and TEAM meetings, and inform appropriate staff of program changes and updates;
7. Perform such duties as the supervisor or designee may assign, including but not limited to attending staff development meetings as necessary.

12/04/02

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 12/04/02