

# Wachusett Regional School District

## INSTRUCTIONAL SUPPORT

### JOB DESCRIPTION

#### **TITLE:**

Applied Behavioral Analysis (ABA) Program Assistant III

#### **QUALIFICATIONS:**

1. High school diploma.
2. Experience with pre school aged/k-3 students preferred.
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. This position is a full year position.

#### **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. Participate in Restraint Training; become certified in its implementation and maintain the ability to implement restraint techniques; be familiar with regulations related to restraint use; and
8. Perform such duties as the supervisor or designee may assign, including but not limited to attending staff development meetings as necessary.

12/04/02

Amended: 10/6/04

Approved by:

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Alfred D. Tutela, Superintendent of Schools

Date: 10/6/04