

Wachusett Regional School District

INSTRUCTIONAL SUPPORT

JOB DESCRIPTION

TITLE:

Applied Behavioral Analysis (ABA) Tutor

QUALIFICATIONS:

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

REPORTS TO:

Special Education Administrator Specialist or designee.

SALARY:

\$12.50 per hour

PERFORMANCE EVALUATION:

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

REPRESENTATION STATUS:

Un-represented Staff

JOB RESPONSIBILITIES:

The ABA Tutor is to assist students who are assigned to the Early Childhood ABA program. The ABA Tutor shall:

1. Conduct student programs according to curriculum guidelines and record data, including but not limited to graphing data point on sessions conducted with students, complete communication log, and complete necessary documents as required;

2. Assist with classroom organization and general classroom housekeeping chores while providing a safe learning environment for students and maintaining a clean organized work area;
3. Assist teachers with reliability data during baseline and mastery data sessions;
4. Maintain case student's program book, graph case student's data, and communicate daily with student's family through the home/school communication logs;
5. Conduct weekly student reinforcement surveys, participate in clinics for the case student, and keep other appropriate staff updated on program changes and clinic issues for the case student;
6. Attend the case student's IEP meeting(s);
7. Assist lead teacher in curriculum development and program modifications, including but not limited to assisting in the composition of communication boards/books and discrete trial materials; and
8. Perform such duties as the Specialist or designee may assign, including attending staff development meetings as necessary.

Updated 4/98

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 04/98