

Wachusett Regional School District

CENTRAL OFFICE

JOB DESCRIPTION

TITLE:

Assistant Administrator of Special Education, Applied Behavioral Analysis (ABA)

QUALIFICATIONS:

1. The Assistant Administrator shall be experienced in Applied Behavioral Analysis with a minimum of two (2) years experience implementing behavior and/or play based interventions with autistic children and designing curriculum.

The Assistant Administrator shall possess a Master's degree in psychology, education or social work and shall possess at least two (2) years of successful administrative work experience in the field of public education or psychology, preferably in a school setting.

2. The Assistant Administrator shall possess Board Certified Behavioral Analysis (BCBA).
3. The Assistant Administrator shall possess certification from Department of Education in Special Education or as an administrator/supervisor.

REPORTS TO:

Administrator of Special Education

PERFORMANCE EVALUATION:

The Assistant Administrator shall be evaluated annually.

REPRESENTATION STATUS:

Employee at will

JOB RESPONSIBILITIES:

The Assistant Administrator shall provide the fullest possible educational opportunity for each student by minimizing any interfering behaviors absence due illness and by creating a climate of health and well being in the schools. The Assistant Administrator shall oversee and train staff in gaining instructional control, in behavior management, and developing social play. The Assistant Administrator shall initiate effective interventions and maintain accurate charting of necessary data (create a behavioral/play based log book. The Assistant Administrator shall also collect and analyze data and prepare progress reports. Additionally, the Assistant Administrator shall provide program management of school based programs as well as training, support and guidance to District staff on issues in relation to ABA services to students. The Assistant Administrator shall assist in the supervision and oversight of Special Education services. The Assistant Administrator shall develop, in conjunction with the Administrator of Special Education, annual job goals that will become part of the criteria used to evaluate the Assistant Administrator.

In order to meet these responsibilities, the Assistant Administrator shall:

1. Participate in planning for the behavioral appraisals and interventions of pupils, including drafting procedures, interpreting results of the appraisal of pupils, school personnel, and parents to include the instruction of teachers and aides;
2. Participate in the development of Individual Education Plans (IEPs);
3. Act as a liaison between school, home and community agencies in improving the education of school children, to include consulting with community agencies to access their assistance, when appropriate;
4. Assist school based staff in the modification of the school program to meet the special needs of children;
5. Participate as an educational and behavioral resource person in the schools and community education programs for pupils, school personnel, and parent;
6. Assist in the development and maintenance of special education programs in the District's schools;
7. Coordinate, conduct and contribute to in-service, training and professional development special education programs for teachers, aides, ABA program assistants and other District personnel;

8. Plan, coordinate, evaluate and promote special education programs and resources in the school and community;
9. Prepare and submit reports as required by the District;
10. Consult with parents of children with IEP's and advise school based personnel as required;
11. Advise the District on proposed policies and procedures;
12. Research, complete applications for, and manage implementation of education related grants for District programs;
13. Design, maintain and implement behavioral related informational programs for District schools;
14. 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
15. Perform such duties as the Administrator of Special Education may assign.

11/04/04

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 11/04/04