

JOB DESCRIPTION MANUAL

TITLE: **Applied Behavior Analysis (ABA) Teaching Assistant with RBT Certification**

QUALIFICATIONS:

1. High School diploma; college-level course work in education or related field*
2. Substitute Teacher certification, *required*
3. Minimum experience as determined by the Board
4. Knowledge of child growth and development and appropriate classroom practices and demonstrated ability to assist with instructional activities
5. RBT Certified (current certification OR course in progress under BCBA supervision; Candidates with expired RBT certifications will be reviewed and considered if the applicant agrees to participate in all required training, renewal or assessments).
5. Required criminal history background check and proof of US citizenship or legal resident alien status

**In programs funded with federal Title I funds, or in district-wide Title I districts, all paraprofessionals (teaching assistants) hired after January 1, 2002 must complete at least two years of college, obtain an associate's degree or higher, or pass an evaluation to demonstrate the knowledge and ability to assist in teaching, reading, writing and math.*

REPORTS TO: Director of Special Services and/or Building Principal or designated building administrator.

JOB GOAL: To support and assist special educators in the district's full day or ½ day Preschool Disabled Classroom and/or Autism classrooms by working with students with disabilities.

PERFORMANCE

RESPONSIBILITIES:

1. Functions as an assistant to the classroom teacher in the instructional process and supervises students throughout the school day including arrival, dismissal, unified arts, and lunch.
2. Serves as a resource and support to special education teachers, CST members, counselors, and administrators in the area(s) of behavior management, skill acquisition, behavior reduction, and communication.
3. Provides 1:1 instruction/discrete trial under the direction of the district behavior specialist and/or special educator in the classroom.
4. Assists the classroom teacher in activities relative to classroom organization, routine, and behavior management.
5. Collect data and document tasks/activities conducted with students in accordance with all legal and regulatory procedures.

6. Implements behavior reduction program and applies all facets of antecedent, behavior, consequence protocols as determined by the appropriate certificated staff (i.e., BCBA, certified teacher).
7. Identifies skill acquisition and develops appropriate programs to teach skill acquisition through discrete teaching and naturalistic teaching in collaboration with the special education teacher and district behavior specialist.
8. Maintains behavioral and program data and keeps record of student's daily progress. Trains and supports all stakeholders on skill acquisition and behavior reduction programs.
9. Attends parent conferences with the classroom teacher at teacher or parent's request
10. Consults with other professional staff who have responsibility for an individual student, on a need to know basis.
11. Attends meetings routinely for training and feedback from classroom special educator and behavior specialist.
12. Participate in in-service training as assigned.
13. Performs other related tasks and assumes other responsibilities as assigned by the Director of Special Services and/or Building Principal designated building administrator.
14. Candidates must be willing to travel within the district using their personal vehicle (district approved mileage reimbursement applies).
15. Candidates are responsible for all fees related to certification and annual renewal, not including training.

TERMS OF

EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with NJ State law and the provisions of the Board's policy on evaluations. Continual annual renewal of RBT certification required, under the district's supervision by an appointed assessor.