



JOB DESCRIPTION

Applied Behavior Analysis (ABA) Instructor

- I. Title:** Applied Behavior Analysis (ABA) Instructor
- II. Qualifications:**
- *High School diploma; college-level coursework in education or related field or college degree preferred
 - *Possession of a substitute teaching certificate preferred; (ABA Instructors with 30 college credits beyond a high school diploma must apply for a substitute certificate and will be reimbursed for this cost by the district.)
 - *Direct experience with students who have profound challenges in the areas of behavioral regulation, hygiene and self-help, attention and engagement, and learning. Previous experience working with children desired
 - *Required criminal history check and proof of U.S. citizenship or legal resident alien status
 - *Such alternatives to the above qualifications, as the Board may find appropriate.
- III. Primary Function:** Provides assistance to students under the guidance and direction of a teacher.
- IV. Reports to:** Director of Special Education (primary evaluator)
School Principal (secondary evaluator)
- V. Major Duties and Responsibilities:**
- Be involved in theoretical/hands on training on the principles of Applied Behavior Analysis by the classroom teacher and/or behaviorist.
 - Instructs students utilizing the principles of Applied Behavior Analysis under the direction of the classroom teacher.
 - Teaches life skills and hygiene such as but not limited to; brushing teeth, brushing hair, wiping face while eating, potty training.
 - Provides students with 1:1, 2:1 and 3:1 instruction depending on the level of the student and the program plan.
 - Collects daily data on skill acquisition programs and behavior intervention plans.

Applied Behavior Analysis (ABA) Instructor

- Graphs data daily and responsible for updating student data books to indicate most recent teaching procedures and alert teachers when and if there is slow or no acquisition of skills.
- Reviews data and communicates student needs with the teacher in order for student to move on with new targets in their individualized program.
- Consistently implements behavior strategies and behavior plans for students.
- Implements ABA/Discrete trial and behaviorally based programs and plans, as directed by the individuals responsible for the program.
- Follows the prescribed behavioral skill acquisition and behavior reduction protocols.
- Participates in regular meetings with teachers, BCBA, CST members, related service providers and director of Special Services to analyze and reflect upon collected data.
- Assists the classroom teacher in the development of teacher made materials (i.e., picture schedules, token systems, materials).
- Maintains student confidentiality.
- Assists the teacher with creating goals and target skills to teach for the students.
- Assists with the supervision of students during emergency drills, assemblies, inclusion opportunities, play periods, and field trips.
- Will be given feedback about their performance and ABA strategies to enhance student learning.
- Assists with lunch, snack, and cleanup routines along with eating programs when applicable.
- Carries out any other duties as directed by the classroom teacher, BCBA, case manager, related service providers, administrators and/or the Director of Special Services.

VI. Terms of Employment:

1. **Work year** Ten months and includes all student-present days plus:
 - i. One day for **new staff** for orientation prior to school opening
 - ii. Attendance at all district all-staff meetings including opening year meeting
 - iii. One professional development day, if requested
2. **Work day:** 7:45 a.m. – 3:10 p.m.

VII. Compensation and Benefits

As defined by the contract between the Upper Saddle River Board of Education and the Upper Saddle River Education Association.

VIII. Evaluation: Annually by the Director of Special Education.