



Upper Saddle River Schools
Upper Saddle River, NJ 07458

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 60 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 basic 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
 - Teach students utilizing the principles of Applied Behavior Analysis under the direction of the classroom teacher
 - Collect weekly data on skill acquisition programs and behavior intervention plans
 - Graph data weekly 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
 - Consistently implement behavior strategies and behavior plans for students
 - Implement ABA/Discrete trial and behaviorally based programs and plans, as directed by the individuals responsible for the program
 - Follow the prescribed behavioral skill acquisition and behavior reduction protocols
 - Participate on regular meetings with teachers, behaviorist, CST members and director of Special Services to analyze and reflect upon collected data

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- Assist the classroom teacher in the development of teacher made materials (i.e., picture schedules, token systems, materials)
- Assist with personal hygienic needs of students, as appropriate
- Maintain student confidentiality
- Assist the teacher with creating goals and target skills to teach for the students
- Will be given feedback about their performance and ABA strategies to enhance student learning
- Carry out any other duties as directed by the classroom teacher, behaviorist and/or the Director of Special Services.

VI. Terms of Employment:

1. **Work year** Ten months and includes all student-present days plus:
 - i. Two days for **new staff** for orientation prior to school opening
 - ii. Attendance at all district all-staff meetings including opening year meeting and other district all-staff meetings as called by the superintendent
 - 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.