

Caldwell – West Caldwell Public Schools

Job Description

Title: **ABA Aide**

QUALIFICATIONS:

1. High school diploma
2. College-level coursework in education or related field preferred
3. Successful experience working with children
4. Ability to communicate effectively with students, parents, and school staff
5. Knowledge of diverse needs of students with disabilities and appropriate special education classroom practices
6. Other qualifications as may be specified

REPORTS TO: Building Principal or Director of Special Education

RESPONSIBILITIES:

Under the direct supervision of a certified teacher, the ABA Aide will:

1. Implement discrete trial programs and other forms of Applied Behavior Analysis
2. Record discrete trial, behavioral, and probe data
3. Keep student actively engaged and on-task throughout discrete trial instruction, generalization, socialization programming, and other ABA strategies
4. Maintain instructional workbook
5. Provide tangible and/or social reinforcement as specified in student schedules
6. Implement behavioral procedures
7. Rotate assignment responsibilities between different students
8. Assist in taking care of the physical needs of the special education student, including putting on and taking off outerwear, moving from room to room, feeding, and using lavatory
9. Assist, where appropriate, in loading and unloading the special education student from transportation buses and vans

10. Assist students with various projects, crafts, and curriculum tasks
11. Help with the supervision of children on field trips planned by the teacher
12. Assist in playground and lunchroom supervision
13. Engage children in conversation to encourage language development
14. Aid physically handicapped children, particularly those who rely upon appliances, prosthetics, and assistive technology
15. Implement various behavioral management strategies and reinforcement schedules as developed by the teacher
16. Understand and abide by confidentiality policy and practice of the district
17. Participate in additional training if/when available and required
18. Perform other appropriate duties as assigned by the Director of Special Education or Principal