

**INSTRUCTIONAL ASSISTANT - (ABA)
APPLIED BEHAVIOR ANALYSIS**

DEFINITION:

Under the daily direction of a certificated Special Education Teacher experienced in Autism and the general supervision of the Director, Special Education or designee, administers Applied Behavior Analysis (ABA) tutoring to students in a school or home setting to assist children in acquiring learning and social skills, as needed.

CLASS CHARACTERISTICS:

This class is distinguished from other classes in the Instructional Series by being assigned to work with students having severe behavior challenges and/or learning needs. Incumbents are expected to assist Special Education teachers working with assigned students to achieve behavior, educational and/or daily living skill goals as established by the teacher or Program Specialist to implement the students Individual Education Plan (IEP).

EXAMPLES OF DUTIES:

Conducts specific behavioral therapy with student(s) and reports outcomes to supervisor, with understanding that strict confidentiality must be maintained at all times; *E*

Collects data, prepares summary, and records anecdotal therapy notes; *E*

Builds, maintains and organizes student program notebooks; *E*

Participates in training sessions as provided by District/West Orange County Consortium for Special Education (WOCCSE); *E*

Implements ABA needs of the student's IEP and implements program modifications as directed; *E*

Oversees students during class, tutoring, playground, eating activities, during fire and earthquake emergencies and preparedness drills; *E*

Assists assigned children in communication and social activities; *E*

Assists in transferring children to and from buses, special equipment, classrooms, and events; *E*

Assists and supervises in the toilet training, toileting, diapering, dressing, cleaning, feeding, lifting of children as necessary; *E*

Maintains awareness of disability of child; *E*

Attends required District provided first aid training and administers first aid as necessary; *E*

E denotes an essential function of the job.

Attends clinics, administers drills, conducts specific behavioral therapy, reviews data with supervisor, reports concerns; *E*

Provides demonstration and instruction to less experienced aides through modeling and/or shadowing techniques (a skill taught in training); *E*

Prepares materials to use in therapy; *E*

Operates, removes, replaces special equipment, devices, orthopedic braces, wheelchairs, monitoring cleanliness and functionality of such apparatus; *E*

Assists in maintaining a disciplined, neat, orderly and attractive learning environment; *E*

Some positions may be required to travel to various sites including student homes to deliver services.

SUPERVISION:

General supervision is received from the Director, Special Education or designee. Daily direction is provided by a certificated Special Education Teacher and/or Program Specialist.

Supervision is not exercised over other employees. However, leadership and/or guidance may be provided to Instructional Assistants as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

General needs and behavior of children;

Unique needs of students with disabilities such as Autism;

Take and pass the ABA/DTT training including: methods, practices and terminology used in applied behavior analysis;

Record keeping systems and methods.

Ability to:

Successfully complete ABA/DTT training;

Effectively use behavior management techniques;

Establish and maintain effective relationships with adults and children;

Communicate constructively with students, parents and staff;

Maintain confidentiality in all communications, including with parents, staff and students;

Determine and retain privileged communications;

Be dependable and punctual;

Maintain accurate records and schedules;

Use time effectively and efficiently;

Effectively manage student behavior, deliver therapy;

Follow directions of supervisor and/or Program Specialist.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent and pass the Instructional Assistant Competency Examination. Some previous experience working with the severely disabled and knowledge of applied behavior analysis methodology is preferred.

LICENSE REQUIRED:

Certification/verification of successful completion of required ABA/DTT training;
Some positions may require possession of a valid and appropriate California Driver License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Requires frequent standing, sitting, bending, stooping, kneeling; occasionally runs after eloping students, climbs stools or step ladders and reaches over head. Performs heavy work with frequent lifting, carrying, pushing objects/students weighing up to 50 pounds. Uses fingers on both hands; frequently twists wrists/hands when manipulating materials. Requires rapid mental and muscular coordination. Visual acuity sufficient to see and observe student activities and behavior; speech and vocal capacity sufficient to be heard by students in a noisy environment; hearing sufficient to be able to know when a student is having difficulty or is being disruptive. The working environment is both in and out-of-doors exposed to sunlight, wind and weather elements found in a Southern California beach community. Has hands in soapy water and wears latex/vinyl gloves; is frequently exposed to minor and on occasion to severe contagions including blood borne pathogens and illnesses; has constant direct contact with disabled students and frequent contact with students, staff and the public, occasionally in difficult interpersonal situations. Employment contingent upon passing a physical and back evaluation test.

Last revised 9/10/09

Revisions effective 12/16/10