

Role Description

NECC ABA Technician

QUALIFICATIONS:

1. Bachelor's degree preferred
2. Experience with students with educational disabilities
3. Such alternatives to the above qualifications as the Administrator, in collaboration with the NECC Clinical Supervisor, may find appropriate and acceptable such as relevant college level courses.

REPORTS TO:

1. Building Principal
2. NECC Lead Teacher
3. NECC Clinical Supervisor

SUPERVISES:

Not applicable

JOB GOAL:

To implement an intensive skill based program that is grounded in the principles of applied behavior analysis under the direct supervision of a Master's Level Lead Teacher.

PERFORMANCE RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position.

Daily:

1. Ensures the safety of all students
2. Provides 30+ hours of direct educational services.
3. Incorporates specific educational objectives into context of ongoing activities (if appropriate).
4. Creates opportunities for generalization and maintenance of skills.
5. Collects data on targeted skills and enters data into the electronic database (ACE).
6. Communicates with parents of case student via log.
7. Relays parent information to Lead Teacher, NECC Clinical Supervisor or Administrator.
8. Maintains student records in neat and orderly manner.
9. Maintains student specific materials, reinforcers.
10. Performs other duties as assigned by the Intensive Instruction Classroom Teacher, NECC Clinical Supervisor or Administrator.
11. Maintains the same high level of ethical behavior and confidentiality that is expected of a fully certified teacher.

Weekly:

1. Graphs/ Sums student data

2. Participates in program meetings/ trainings.
3. Requests meetings with Lead Teacher, NECC Clinical Supervisor or Administrator.
4. Modifies curriculum and/or curriculum materials as needed.
5. Conducts weekly parent training sessions in student's home

Monthly:

1. Meets with Lead Teacher and NECC Clinical Supervisor for MBO (management by objective) meeting for case student.
2. May participate in family clinic for case student.
3. Reviews progress on IEP goals.

Quarterly:

1. Contributes to Progress Reports.
2. Participates in updating case student's guidelines.

Yearly:

1. Contributes to the development of the IEP.
2. Completes other assessments as prescribed by the Lead Teacher or Administrator.

TERMS OF EMPLOYMENT:

Days contracted as per Letter of Agreement

EVALUATION:

In accordance with district procedures

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

- | | |
|----------------------------------|-----------------------|
| 1. Lift up to 10 lbs.: | Occasionally required |
| 2. Lift 11 to 25 lbs.: | Occasionally required |
| 3. Lift 25 to 50 lbs.: | Occasionally required |
| 4. Lift over 50 lbs.: | Rarely required |
| 5. Carry up to 10 lbs: | Occasionally required |
| 6. Carry 11 to 25 lbs: | Occasionally required |
| 7. Carry 26 to 50 lbs: | Occasionally required |
| 8. Carry over 50 lbs: | Not required |
| 9. Reach above shoulder height: | Occasionally required |
| 10. Reach at shoulder height: | Occasionally required |
| 11. Reach below shoulder height: | Occasionally required |
| 12. Push/Pull: | Not required |

Hand Manipulation:

- | | |
|--------------|-----------------------|
| 1. Grasping: | Occasionally required |
| 2. Handling: | Occasionally required |

- | | |
|----------------------------|-----------------------------------|
| 3. Torquing: | Not required |
| 4. Fingering | Frequently required |
| 5. Controls and Equipment: | Computer, telephone, copy machine |

Other Physical Consideration:

- | | |
|---------------|-----------------------|
| 1. Twisting: | Occasionally required |
| 2. Bending: | Occasionally required |
| 3. Crawling: | Occasionally required |
| 4. Squatting: | Occasionally required |
| 5. Kneeling: | Occasionally required |
| 6. Crouching: | Occasionally required |
| 7. Climbing: | Occasionally required |
| 8. Balancing: | Occasionally required |

Work Surface (s):

Standard teacher desk and chair. Carpeted and tile floors.

During the Work Day, Employee is Required to:

| | <u>Consecutive Hours</u> | <u>Total Hours</u> |
|-------|--------------------------|------------------------|
| Sit | <u>1</u> 2 3 4 5 6 7 8 | <u>1</u> 2 3 4 5 6 7 8 |
| Stand | <u>1</u> 2 3 4 5 6 7 8 | 1 2 3 4 <u>5</u> 6 7 8 |
| Walk | <u>1</u> 2 3 4 5 6 7 8 | 1 <u>2</u> 3 4 5 6 7 8 |

Cognitive and Sensory Requirement(s):

1. Talking: Necessary for communicating with others.
2. Hearing: Necessary for receiving instructions and queries.
3. Sight: Necessary for doing job effectively and correctly.
4. Tasting and Smelling: Not required.

Specific Vocational Preparation Requirements:

- | | |
|---------------------------------------------------------------|----------|
| 1. Short demonstration only | — |
| 2. Any beyond short demonstration up to and including 30 days | — |
| 3. 30-90 days | — |
| 4. 91-180 days | — |
| 5. 181 days to 1 year | — |
| 6. 1 to 2 years | — |
| 7. 2 to 4 years | <u>X</u> |
| 8. 4 to 10 years | — |
| 9. Over 10 years | — |

Other Training, Skills and Experience Requirements:

Ability to work with staff, students, and parents.

Summary of Occupational Exposures:

May be exposed to cleaning fluids and copier toner.

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is rarely required to do some lifting. Employee is typically able to sit and stand as needed.

6/22/2018