

Glassboro School District  
Job Description

**TITLE:** **Applied Behavioral Analysis (ABA) AIDE**

**QUALIFICATIONS:** 1. Paraprofessional Certification or minimum of 48 college credits Required  
2. Strong communication, organization, and clerical skills

**REPORTS TO:** Building Principal

**POSITION GOALS:**

1. Ability to manage extreme behaviors with a calm and neutral affect and tone.
2. Staff are required to do individual instruction for one hour in the morning and 30 minutes in the afternoon.
3. Maintaining individual interval data converting and graphing that data in a format that can be maintained on XL spreadsheets.
4. Managing all behavioral support plans with consistency.
5. Attending all morning training meetings which include learning safety care restraint training feeding protocols helmet use protocol picture exchange communication systems first then and token economy supports. This may also include individual student updates.
6. Maintaining communication with teacher on any relevant updates for student's discreet trail training (dtt) book.
7. At times support staff may be required to be in arms reach of their student at all times especially in the case of self-injury, aggression, and biting behaviors. Physical abilities to lift more than 30 pounds and execute safety care removal procedures.
8. Prepare instructional materials at direction of assigned teacher, including making charts, assisting in creating and displaying room decorations and displays
9. Assist assigned teacher with classroom routine and housekeeping responsibilities including distribution of class materials and equipment, use of classroom equipment and mechanical aids for instruction, collect homework, classwork and test
10. Perform clerical duties for assigned teacher related to the students of the assigned teacher including: recording attendance, preparing inventories and materials, type and duplicate material needed for use by the assigned teacher for the students and file for the assigned teacher
11. Work, at the discretion of the assigned teacher, with individual or groups of students with projects or assignments, correcting student

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work product, assisting in maintaining discipline and order, assisting new students of the assigned teacher in acclimating to the class and school, receiving and making telephone calls concerning routine student/classroom matters and assisting during field trips

12. Monitor students of the assigned teacher during non-instructional time when required by the students' IEPs or Section 504 plans

### **TERMS OF EMPLOYMENT (ADDED):**

Ten month year. Salary and work year to be established by the Board of Education.