

Job Description

BOARD OF EDUCATION DENVER

TITLE: ABA INSTRUCTIONAL/PERSONAL AIDE

QUALIFICATIONS:

- 1. High school diploma; college-level coursework in education or related field***
- 2. Minimum experience as determined by the board**
- 3. Knowledge of child growth and development and appropriate classroom practices and demonstrated ability to assist with instructional activities**
- 4. Good oral and written communication skills**
- 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status**

** In programs funded with federal Title I funds, or in district-wide Title I districts, all teaching assistants hired after January 8, 2002 must complete at least two years of college, obtain an associate's degree or higher, or pass an evaluation to demonstrate the knowledge and ability to assist in teaching reading, writing, and math. Those hired before that date have until January 8, 2006 to meet one of the requirements.*

REPORTS TO: Principal/Classroom Teacher, Director of Special Services

SUPERVISES: Assists in the supervision of classroom activities under the direction and supervision of the certified classroom teacher, behaviorist, principal or Director of Special Services.

JOB GOAL: To promote the achievement of students' educational goals and learning objectives by providing supplemental and clerical services to assist the classroom teacher. ABA Aides assist the classroom teacher by working with individual and small groups of disabled students to provide them with physical help and emotional support as needed to gain optimum benefit from the district's special education program.

PERFORMANCE RESPONSIBILITIES:

- 1. Serves as confidential ABA Instructional/Personal Aide to the classroom teachers.**
- 2. Provides ABA instruction (e.g., discrete trial instruction, natural environment teaching, incidental teaching, etc.) to students in one to one, dyad, and small group instructional sessions.**
- 3. Maintain appropriate documentation in the form of data collection and graphing data for on all skill acquisition and behavior reduction programs.**
- 4. Assists with the maintenance and upkeep of educational records.**
- 5. Demonstrates initiative and creativity with students and their program.**
- 6. Demonstrates an understanding of the student's issues.**
- 7. Implementation of Behavior Support Plan: demonstrates knowledge of each individual behavior plan and implements supports with training and supervision from classroom teacher or BCBA.**
- 8. Escorts students to and from services throughout the school as needed.**
- 9. Assists with setup of classroom and prepares materials for specialized instructional units, as needed.**
- 10. Confers and consults with staff and administrators regarding students' needs.**
- 11. May assist student and support student with individual therapy needs under supervision.**
- 12. Shadows students during lunch and other mainstream opportunities.**
- 13. Attends student services meetings as required.**
- 14. Attends training as required.**
- 15. Assists, supervises, and provides instruction to students during community based instruction.**
- 16. Assists with other students as needed.**
- 17. Helps very young students with their clothing, snack time routine, and toileting activities.**

18. Works with individual students or small groups of students to reinforce learning of material or skills introduced by the teacher.
19. Operates and cares for equipment used in the classroom for instructional purposes.
20. Helps students master equipment or instructional materials assigned by teacher.
21. Distributes and collects workbooks, papers and other materials for instruction.
22. Guides independent study, enrichment work, and remedial work assigned by the teacher.
23. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
24. Reads to students, listens to students read, and participates in other forms of oral communication with students.
25. Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher.
26. Performs clerical duties related to the instructional program including attendance reports, collection of money, duplication of material, and distribution and return of notices to home.
27. Other duties as assigned by principal, supervisors, special education teacher, or BCBA.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board of education.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of noncertified staff.

APPROVED: June 16, 2014