

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

APPLIED BEHAVIOR ANALYSIS (ABA) PROGRAM COORDINATOR

II. PRIMARY FUNCTION

The ABA Coordinator will be available to assist with child study team responsibilities in developing, implementing and monitoring an ABA in-district program to provide services to district students on the autism spectrum. These responsibilities will include developing and implementing FBAs, behavioral plans for students in in-district settings as well as out-of-district settings and coordinating ABA in-home therapies.

III. REPORTS TO

Supervisor of Special Services

IV. QUALIFICATIONS

- Master's Degree with specialization in Psychology or Master's Degree in Social Work
- Minimum of three years' experience in educational settings – writing and monitoring of Individual Educational Programs
- Working toward or holding a BCBA (Board Certified Behavior Analyst)
- Must hold NJ certificate as School Psychologist or School Social Worker
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- Administers selected assessments to referred/classified students to accomplish functional behavioral assessments
- Analyzes evaluation results and develops Behavioral Intervention Plans based upon findings
- Acts as a consultant to administrative and school personnel regarding behavior/adjustment problems of students
- Conducts informational and/or counseling sessions with parents and/or students
- Intervenes in crisis situations directly with students and consults with school personnel
- Contributes to the development of the behavioral goals and objectives
- Home ABA – Tracking number of sessions for students
- Coordinate communication between home and school service providers
- Collect home school data and periodically submit to case managers for review
- Conduct home visits, as needed, to assist in coordination of services
- Performs such other related duties as may be assigned by the Superintendent or designee

VI. TERMS OF EMPLOYMENT

In accordance with the provisions of the BOE/ETEA contract