



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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POSITION: **Autism Specialist/Behavior Analyst**

QUALIFICATIONS: **BCaBA or BCBA Certification**

PRIMARY FUNCTION: To coordinate individual program needs for specific students, to oversee program books and intensive teaching programs, to coordinate individualized levels of student support in school and in homes, to provide training and clinical support to ABA Therapists and other district personnel. To develop and oversee Behavioral Intervention Plans, conduct Functional Behavioral Assessments, and complete other behavioral observations as requested. To perform tasks/activities prescribed, directed, and supervised by Director of Special Education.

REPORTS TO: Director of Special Education

MAJOR DUTIES AND RESPONSIBILITIES:

To provide clinical oversight to specific students to enhance academic performance and adaptive behavior. This may include:

- The development and implementation of an IEP
- The facilitation of a child's social integration in school and in the community
- The monitoring of assignment completion and the reinforcement adaptive skills
- The documentation of the following: meeting minutes, checking student program books, preparation of materials, communicating between teachers and parents, monitoring student progress, behavioral data collection, and reporting of skill acquisition
- Assisting the teacher in the implementation an IEP which may include but not be limited to: serving as the liaison between the teacher, parent, and special education teacher; communication with resource center teacher and parent, maintaining logs of daily assignments and other forms of communication with parents and staff; attending IEP meetings, providing direct instruction to students, and reporting student progress to supervising teacher and parents.

TERMS OF EMPLOYMENT: 10-month salary position



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EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Policy and Procedures approved by the Board of Education.

BENEFITS:

Benefits are available to full time employees per the negotiated contract.

BOE Approval Date:

BOE Review Date: