



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

Page 1 of 2

POSITION: Inclusion Facilitator and Applied Behavior Analysis Assistant

QUALIFICATIONS: College graduate, college credits and/or continued enrollment in college; background knowledge in the area of education, disabilities, psychology, behavior management or training in any area related to major responsibilities. Examples include: Applied Behavioral Analysis, Behavior Management; Instructional Strategies, CPR, Restraint Training, Inclusion Training

PRIMARY FUNCTION:

- To assist students under the direct supervision of a qualified service provider in a general education classroom, self-contained special education classroom or resource center;
- To perform tasks/activities prescribed, directed, and supervised by fully qualified professionals.

MAJOR DUTIES AND RESPONSIBILITIES:

- To provide guidance and support to students to enhance his/her academics performance and behavior
- To assist in the development and implementation of an IEP
- To facilitate a child's social integration
- To assist children in maintaining attention to task
- To monitor assignment completion and reinforce skills
- To assist with informal documentation (e.g., notetaking, checking assignment books, preparing of materials, communicating between teachers and parents, monitoring/tallying student responses)
- To assist the teacher in implementing an IEP which can 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 communication with parents and staff; and attending IEP meetings, providing direct instruction to students and report student progress to supervising teacher



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Page 2 of 2

- To use positive behavior supports
- To maintain confidentiality of student records
- To perform any other duty as deemed necessary and appropriate by the supervising, fully qualified staff member.

SUPERVISOR:

The inclusion facilitator or applied behavior analysis assistant shall not be solely responsible for instruction or provision of professional services. The inclusion facilitator or applied behavior analysis assistant shall be supervised by any or all of the individuals below:

- Building principal
- Director of Special Education
- Teacher
- Child Study Team Member and/or Case manager

TERMS OF EMPLOYMENT:

10 month salary position for 40 hours per week.

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: