



ABA Assistant

(Applied Behaviour Analysis)

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POSITION DESCRIPTION

ABA Assistant

ABAA - 1

Implements a highly regimented Applied Behaviour Analysis Program

ABAA - 2

Administers one-to-one Discrete Trial Training to assigned students under supervision of Individual Education Plan (IEP) team

ABAA - 3

Confers with instructional personnel and provides input regarding student progress

ABAA - 4

Collects data and records anecdotal student progress notes, maintains and organizes program notebooks, and implements program modification according to decision protocols

ABAA - 5

Administers drills, reviews data with IEP team and reports concerns

ABAA - 6

Assists with behaviour management of students as directed by the IEP team

ABAA - 7

Assists with the development of learning materials and reinforcement strategies according to the student's IEP

ABAA - 8

Tutors students individually or in small groups to follow up and reinforce learning activities in accordance with the IEP

ABAA - 9

Assists in the design and provision of appropriate behaviour management or social adjustment programs

ABAA - 10

Assists the teacher with supervision of student behaviour and carries out behaviour management program

ABAA - 11

Acts as a liaison, in consultation with the School Based Team, to District staff, parents, social workers, and other professionals providing and receiving relevant student information

ABAA - 12

Attends consultation meetings with teachers, parents and therapists; assists in preparing IEP

ABAA - 13

Guides students in learning life skills such as shopping, cooking, woodworking and social behaviour as part of the student's total program

ABAA - 14

Assists students and/or performs prescribed physiotherapy activities and personal care routines such as toileting, dressing and feeding

ABAA - 15

Coaches and drills students in prepared exercises in areas such as mathematics and communications

ABAA - 16

Guides students in the use of various computer programs

ABAA - 17

Observes and documents students' daily progress; marks objective student work and assists students with corrections

ABAA - 18

Facilitates the integration of the student in the regular classroom and school environment

ABAA - 19

Assists in preparing and presenting lessons and adapting materials in an appropriate format

ABAA - 20

Provides assistance to students and notifies parents of injury or illness; performs assigned duties during earthquakes and fire drills

ABAA - 21

Lifts and moves materials and/or equipment up to 22 kg. (50 lbs.)

ABAA - 22

Restrains students weighing up to 68 kg. (150 lbs.) during emotional outbreaks

ABAA - 23

Performs other assigned comparable or transient duties that are within the area of knowledge and skills required by this job description

**QUALIFICATIONS FORM
ABA ASSISTANT**

EDUCATION	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Grade 12 or equivalent</p> <p><i>OTHER RELATED COURSES</i></p> <p>First Aid, C.P.R. courses or equivalent</p> <p>Some post secondary courses in child or adolescent development, behaviour management (ABA) or equivalent</p>
EXPERIENCE	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>1 to 2 years experience delivering an Applied Behaviour Analysis (ABA) Program to an autistic child under the direction and supervision of a certified professional trained in Applied Behaviour Analysis</p>
KNOWLEDGE	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Specific knowledge of needs and behaviour of children diagnosed with Autism Spectrum Disorders</p> <p>Specific knowledge of the use of Applied Behavioural Analysis, including techniques and programming, for behaviour management</p> <p>Knowledge of Discrete Trial Training (DTT) record-keeping and decision-making</p> <p>Broad knowledge of computers and related educational software packages</p> <p>Broad knowledge of support requirements for learning and cognitive styles and abilities</p> <p>Broad knowledge of support requirements for behaviour management, social and life skills programs</p>

	<p>Broad knowledge of conflict resolution methods</p> <p>Broad knowledge of inclusion and integration principles</p>
<p>SKILLS AND ABILITIES</p>	<p><i>JOB SPECIFIC REQUIREMENTS</i></p> <p>Ability to provide personal care such as feeding, toileting, dressing and lifting</p> <p>Ability to administer Discrete Trials</p> <p>Ability to collect data in prescribed manner</p> <p>Ability to maintain and organize program notebooks</p> <p>Ability to administer DTT program drills</p> <p>Ability to assist with behaviour management of student</p> <p>Ability to tutor students individually or in small group</p> <p><i>INTERPERSONAL REQUIREMENTS</i></p> <p>Flexibility</p> <p>Confidentiality</p> <p>Patience</p> <p>Persuasive diplomacy</p> <p>Oral and written communication skills including the ability to relate to students, staff and the public</p> <p>Tact/courtesy in explaining and/or exchanging data or information</p> <p>Ability to work independently with minimal supervision</p> <p>Ability to work in a team/school setting</p> <p><i>PROBLEM SOLVING REQUIREMENTS</i></p> <p>Ability to supervise students</p> <p>Ability to apply conflict resolution skills</p> <p>Ability to deal with requests, complaints, or clarification of information</p>

	<p>Creativity/innovation</p> <p>Organizational skills</p> <p>Ability to document, summarize and interpret information</p> <p>Ability to give advice, guidance, instructions and directions</p> <p>Ability to pay close attention to detail</p> <p>Ability to ensure accuracy and reliability of data and/or quality of information</p> <p>Ability to develop work methods</p> <p>Ability to apply appropriate methods, procedures and policies</p> <p>Ability to manage time appropriately</p>
WORKING CONDITIONS	<p><i>OCCUPATIONAL REQUIREMENTS</i></p> <p>Sufficient vision and hearing to perform related job duties</p> <p>Physically able to lift up to 22 kg. (50 lbs.) and operate related equipment</p> <p>Able to perform related physical and mental activities</p> <p>Able to work in a highly active physical environment</p>