

Job Description

Job Title: Instructional Assistant, ABA

Reports to: Principal of The Aurora School

Summary: Provide instruction that is based on the principles of Applied Behavior Analysis with an emphasis in Verbal Behavior

The Aurora School is a 12-month day program that provides a collaborative and innovative learning environment for students for students 5-22 years of ages with Autism and other developmental disabilities. This is a fast-paced work environment.

Schedule: M-F, 8:15-3:30

Job Responsibilities

- Responsible for day-to-day student programming in a fast paced environment
- Learn and carry out student programming and Behavior Plans for up to 4-6 students
- May be responsible for 1:1, 2:1, or 3:1 student/instructor ratio
- Implement a student's Individual Education Program (IEP), Behavior Intervention Plan (BIP), or program goals under the supervision and direction of the supervisor
- Record and track IEP progress through daily data collection
- Create, maintain, and organize a student's materials and work space
- Manage student data, including daily probe sheets, progress reports, BIPs, and behavioral data sheets
- Assist students in the restroom with toileting needs and hygiene goals
- Provide input on student progress in quarterly progress reports to parents and/or school systems or as required
- Work collaboratively with other disciplines, such as BCBAs, OTs, and SLPs, and other teach members, such as other Instructional Assistant, ABA
- Attending staff and classroom meetings
- Cooperative and flexible participation within a team and among other teams
- Attend Community Based Instruction (CBI) to help students generalize skills
- Other job related duties and responsibilities assigned by the supervisor

Required Qualifications (Essential Experience /Knowledge, Skills & Abilities)

- Knowledge of ABA Principles and Verbal Behavior

- Experience working with individuals with autism and/or other special needs who are vocal and/or non-vocal with behavioral issues
- Knowledge and experience with assistive technology
- Ability to problem solve academic and behavior intervention programs
- Experience with data collection and analysis
- Experience with high intensity behavior issues/physical aggressive behavior
- High degree of professionalism and work-ethic
- Strong attention to attendance and punctuality
- Proficiency in computer systems and technology, including Microsoft Office
- Bilingual skills preferred, but not required

Education Requirements

- High School diploma required
- Bachelor's Degree in psychology, education, speech, or other related field preferred

Professional Development and Training

- Attend all mandatory staff and team meetings
- Attend monthly training and professional development opportunities presented by the school, as required
- Complete Aurora Specific training during an initial 90-day period from start date
- Implement Professional Crisis Management (PCM) Techniques after completing and receiving a passing score on the training components

Physical Requirements

- Standing and walking for extended periods of time
- Effectively implement and physically implement PCM procedures (when trained)
- Frequent change in position from sitting to standing to walking
- Ability to bend, reach, lift, and hold objects

Benefits (30 hours/week eligible)

- Full employee covered health and dental insurance, optional vision plan
- Employer paid Life/AD&D, short and long term disability insurance
- Flexible spending accounts with employer contribution to healthcare FSA
- Employee sponsored 401k plan with match
- Paid sick and personal days, along with paid school holidays and closures (follow LCPS)



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- Supervision for those pursuing BACB Certification as BCaBA, BCBA, and/or RBT

Employee Acknowledgement

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

The employee understands the requirements, essential functions and duties of the position.

Employee Signature

Date