

BERKELEY COUNTY SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: ASD Service Provider

FLSA: Non-Exempt

GENERAL SUMMARY

Under general supervision assists in ensuring that the district **Vision, Mission and Goals** are achieved and facilitates skill acquisition instruction and behavior reduction protocols based upon the principles of Applied Behavior Analysis (ABA) to students with Autism Spectrum Disorder in the school setting. Areas of focus may include, but not limited to: social/emotional, communication, daily living, behavior and classroom procedures. The BCSD ASD Service Provider will implement and collect data on individualized programs and share information to Team Leads, Classroom Teachers and Program Coordinator(s). ASD Service Provider reports to the assigned school principal and the Director of Special Services.

ESSENTIAL FUNCTIONS

Provide direct student behavior analytical support in one-on-one and/or group setting utilizing a combination of intensive teaching and natural environment training arrangements.

Follow the individualized behavioral skill acquisition and/or behavior reduction protocols derived from Individual Education Plan goals.

Collect and record data on observable student behavior and protocol implementation.

Effectively communicate with Team Lead, Classroom Teacher and Program Coordinator(s) regarding student(s) progress.

Assist in preparing student materials as needed (visual support, social narratives, etc).

Maintain and acquire technical knowledge by attending required trainings pertaining to clinical skills, professional development, ethics and technology.

Maintain professional relationships with students, co-workers, supervisor(s), and school team members

Maintain student confidentiality

Monitor students' behavioral needs according to the specifications of students' individualized Education Plans (IEP);

Evaluate student's progress through formal and informal assessments

Reinforces knowledge and skills taught by the classroom teachers;

Travels between schools and to other school-related settings as necessary to serve assigned students;

Coordinates and/or participates in special programs or projects as assigned;

Attends staff meetings as required; participates in in-service training programs;

Receives and responds to inquiries and requests for assistance in areas of responsibility;

Keeps abreast of developments in behavioral therapy services;

Assists special services staff with various tasks as requested; and

Perform related duties as required.

JOB SPECIFICATIONS:

Education and Experience:

Job requires an Associate degree or higher from an accredited college or a minimum of 60 credit hours from an accredited college. In lieu of college hours, high school graduate or GED with minimum test score of 456 on the ETS Paraprofessional Assessment Test. Requires experience working with individuals ages 3-21 providing in a classroom or 1:1 setting; experience and training in the implementation of the principles of Applied Behavior Analysis.

Knowledge:

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies. Job requires knowledge of the policies, procedures, and activities of the District which pertain to the specific duties of the ASD Service Provider; knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position; and has knowledge of teaching and instruction techniques for students with special needs.

Skills/Effort:

Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records. Ability to use independent judgment and discretion as needed in dealing with confidential information and documents; ability to identify the accomplishments, needs, and problems of the program; ability to interact in an effective manner with building level administration, teachers, district staff, parents, etc.; and has the ability to learn and utilize new skills and information to improve job performance and efficiency.

Working Conditions:

Physical demands are restricted to general office activities requiring movement/lifting items weighing up to 35 lbs. Routine local travel required. Duties of the job require frequent use of a computer monitor and related equipment. Berkeley County School District is a smoke free district.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

Date: _____

Date: _____

Date: _____