

# HUDSON SCHOOL DISTRICT

## JOB DESCRIPTION

**POSITION TITLE:** ABA Coordinator  
**POSITION STATUS:** Salary Exempt  
**UNION (if applicable):** Non-Union  
**LOCATION:** District Wide  
**REPORTING TO:** Director of Special Services

**JOB SUMMARY:** The ABA (Applied Behavior Analysis) Coordinator is responsible for providing behavior analysis services and behavior management plans for special education students enrolled in educational programs.

### **RESPONSIBILITIES:**

- Provide support and professional learning to school site staff, para-educators, and parents/guardians in appropriate behavior intervention techniques.
- Administer and assist District Staff with assessments and develop plans that conform to IDEA, New Hampshire law and regulations and other applicable statutes and regulations.
- Provide BCBA services for students as needed in Autism and behavior support classes.
- Plan and oversee the development and implementation of programs, policies, and best practices related to instruction using the principles of Applied Behavior Analysis (ABA) for students with autism and other disabilities.

### **SUPERVISORY RESPONSIBILITIES:**

- Supervision of RBTs as needed.
- Please refer to the responsibilities within the NH ED Code of Conduct and Code of Ethics.

### **SKILLS/QUALIFICATIONS:**

- Must demonstrate the competencies associated with the credentials needed for the position consistent with the ED 500s.
- Knowledge and skills necessary to comply with the laws and rules related to Special Education
- Advocate, nurture, and sustain a school culture and instructional program conducive to student learning and growth.
- Collaborate with staff, families and community members in a professional, respectful and positive manner.
- Act with integrity, and in an ethical manner in all aspects of carrying out the responsibilities of this position.
- Perform as a team player in collaborations with others to achieve common goals.
- Keep abreast with educational developments by attending appropriate professional development workshops/conferences and engaging in professional reading and committee work.
- Show creativity, initiative and flexibility in carrying out the responsibilities of this position.

### **EDUCATION AND EXPERIENCE:**

- Master's degree in applied behavioral analysis or other related Master's program with certification in Applied Behavioral Analysis.
- Strong interpersonal and verbal communication skills including the ability to effectively present information to groups of individuals.
- Must be able to work as a team member and possess good organizational and problem-solving skills, initiative, motivation, flexibility and creativeness to successfully carry out the responsibilities of this position.
- Better than average professional recommendations are required.
- Ability to present written documents that are clear, concise, and grammatically correct.
- Ability to operate personal computers utilizing spreadsheet, word processing and database software.
- Successful completion of criminal history background check.

### **PHYSICAL REQUIREMENTS:**

Revised & Adopted: 3.17.26

## HUDSON SCHOOL DISTRICT JOB DESCRIPTION

- In a normal workday, the employee may be required to combine standing, walking, and sitting; continuously sit at desk, keyboard, etc. for several hours, lift/carry up to 30 pounds infrequently, bend frequently; squat, kneel, climb/balance, reach above shoulder level and lift from high/low positions occasionally.

**\*Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time, as it deems advisable.

**I have read and understand this job description.**

Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_