

The Hampton School District
SAU90
Job Description

POSITION: **Applied Behavior Analyst (ABA) Technician**

QUALIFICATIONS:

- Bachelor's preferred
- Previous Special Education Experience
- Such alternatives to the above qualifications as the Administrator may find appropriate and acceptable (for example: previous work with children, and relevant college level courses)
- Must be the kind of person who is warm, caring, respectful, and has a strong desire to work with your children, as well as a willingness to learn

REPORTS TO:

Principal, NECC Lead Teacher, NECC Clinical Supervisor

SCHEDULE:

Full-year position, including extended school year program

School Year Hours:

- School hours plus 1 hour/day longer than the student arrival and departure times
- Five days per week (according to Hampton School District Calendar)
- Daily lunch break (state duration and paid/unpaid dependent on district union contract)

Extended School Year Hours:

- School hours plus 1 hour/day longer than the student arrival and departure times
- Number of days per week varies dependent on district ESY program
- Daily lunch break (state duration and paid/unpaid dependent on district union contract)

RESPONSIBILITIES:

Daily:

- Ensures the safety of all students
- Provides direct educational services for the duration of the school day
- Incorporates specific educational objectives into context of ongoing activities (if appropriate)
- Creates opportunities for generalization and maintenance of skills
- Collects data on targeted skills and enters data into the electronic database (ACE®)
- Communicates with parents of their primary student via home log
- Relays parent information to Lead Teacher, NECC Clinical Supervisor or Administrator
- Maintains student records in a neat and orderly manner
- Maintains student specific materials, reinforcers
- Performs other duties as assigned by the Intensive Instruction Classroom Teacher, NECC Clinical Supervisor or Administrator
- Communicates any student-specific concerns to the Lead Teacher
- Maintains the same high level of ethical behavior and confidentiality that is expected of a fully certified teacher

Weekly:

- Graphs/Sums student data
- Participates in school-based and/or partner classroom-based program meetings/trainings
- Collaborate with general educators and specialty service providers, as needed for student success
- Requests meetings with Lead Teacher, NECC Clinical Supervisor or Administrator
- Modifies curriculum and/or curriculum materials to assist with student progress
- Prepares for and conducts weekly parent training sessions in student's home under the supervision of the NECC Lead Teacher

Monthly:

- Prepares for and meets with Lead Teacher and NECC Clinical Supervisor for MBO (management by objective) meeting for case student
- Assist with data preparation for monthly family clinics. Tutor may participate in family clinic for case student as scheduling allows
- Reviews progress on IEP goals

Quarterly:

- Assists with gathering information for Progress Reports
- Assists with keeping case student's guidelines updated

Yearly:

- Contributes to the development of the IEP
- Completes other assessments as prescribed by the Lead Teacher or Administrator

OTHER

- Performs all other duties as assigned

EVALUATION:

Job performance will be evaluated by the Business Administrator in accordance with Hampton School District policy.

TERMS OF EMPLOYMENT:

Part-time twelve (12) months per year position

A clear criminal background check is required

Verification of health to perform the job may be required

The Hampton School District/SAU 90 is an equal opportunity employer. This position is subject to Hampton School District/SAU 90 policy, rules, and regulations.

Revised and approved by the Hampton School Board May 4, 2010; November 18, 2025.