

Communicate and confer with administrators, staff and parents to coordinate activities, exchange information and resolve issues. Visit classrooms and homes to observe activities, provide training and investigate to resolve staff, child and family issues, conflicts and complaints in a timely manner.

Implement various communication systems and appropriate methodologies including, but not limited to, ABA theories and techniques; adapt educational plans to individual student needs; assist with the modification of home and classroom environments as needed.

Prepare and maintain a variety of comprehensive reports, records and files related to assigned activities and personnel; compile, prepare, and analyze statistical data.

Attend and conduct a variety of meetings and conferences related to assigned students and activities; participate in IFSP/IEP meetings, mediations and fair hearings; collaborate on IFSP/IEP goals.

Maintain current knowledge of applicable laws, codes, regulations, policies and procedures related to assigned activities.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to various sites to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Theory and techniques of Applied Behavior Analysis.

Positive behavioral intervention techniques.

Current methodologies, communication systems and intensive data driven programs related to students with autism.

Specific requirements of students with special needs.

Instructional methods and techniques.

Developmentally appropriate educational goals and objectives.

Operation of a variety of office equipment including a computer and assigned software.

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Design, write and implement effective ABA programming including data collection, service development, monitoring and report writing.

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