

GREATER ANAHEIM SPECIAL EDUCATION LOCAL PLAN AREA

ABA Case Supervisor

Job Description

Develop, implement and supervise individual behavior therapy programs and interventions in a variety of settings, utilizing specific research based principles of discrete trial training. In order to be considered for a position, applicants must demonstrate ability to independently apply the following strategies:

JOB RESPONSIBILITIES:

- Develop, implement and supervise individual ABA programs
- Develop and draft student program goals and objectives
- Supervise and modify ABA programs
- Develop and monitor program data and anecdotal therapy notes
- Review and provide written narrative reports of student performance, progress, and behavior
- Develop programming and behavioral supports for included students
- Develop accommodations and support strategies for included students
- Attend inclusion support team meetings
- Provide modeling, coaching, and overlap training to ABA/inclusion tutors
- Participate as member of SELPA ABA training team
- Develop social skills training programs for individual students
- Identify and provide technical support to general and special education teachers
- Conduct parent training sessions
- Participate in scheduling staffing assignments for ABA tutors
- Manage absences, substitute staffing, and therapy make up schedules
- Build, organize, maintain, and review student program notebooks
- Conduct clerical duties: monitoring time cards, developing weekly schedule, tracking services, managing meeting dates
- Develop, implement and monitor communication tools
- Conduct Team Meetings
- Collaborate with school district personnel, agencies, and families
- Attend bimonthly ABA Leadership Team meetings
- Meet regularly with SELPA Autism Coordinator
- Attend staff development and trainings
- Other duties as assigned

Minimum Qualifications:

- Bachelor's Degree
- Knowledge, skills, and abilities identified above
- Minimum of three years experience implementing and directing ABA therapy to students at various stages and levels of program under qualified supervision
- Ability to establish and maintain effective relationships with students, parents, and staff
- Dependable and punctual
- Manage time effectively and efficiently

Desirable Qualifications:

- BABA preferred, not required
- Bilingual; preferred, not required