

Hopkinton Public Schools
An Equal Opportunity Employer



NOTICE OF VACANCY

Job Posting # 17-60

Opening Date: December 13, 2016

Closing Date: Open Until Filled

TITLE: Board Certified Assistant Behavior Analyst (BCaBA)
TYPE OF POSITION: Full-time (1.0); 198 days/year (180 school days, 3 professional development days, up to 15 days in summer); salary range \$38,016 - \$47,520/year, commensurate with experience
LOCATION: District; Hopkinton, Massachusetts
AREA OF CONSIDERATION: All qualified candidates

Under the guidance of a Board Certified Behavior Analyst (BCBA), the individual will be working in our schools, with children, parents, and staff. Subject to the approval of the BCBA, the incumbent will develop behavior interventions plans for student with developmental disabilities including Autism Spectrum Disorder and provide staff development under the direction of the BCBA/Principal/Director of Student Services on the implementation of particular protocols, data collection and progress monitoring techniques. The incumbent in this position works a 183-day work year, plus up to 120 hours in the Extended School Year (ESY) program. The Assistant Behavioral Analyst reports to the Principal and the Director of Student Services.

DUTIES

Duties include, but are not limited to:

1. Attend monthly supervision meetings with the BCBA;
2. Conduct home assessments and parent trainings, district wide, PreK-12;
3. Supervise, develop, and monitor home-based goals and objectives with home-based staff and parents. Collaborate outcomes with the BCBA;
4. Ensure timely completion of home-based plans and progress reports;
5. Provide Extended School Year (ESY) services to students PreK-12;
6. Consult with the BCBA about behavior plans, curriculum modifications, accommodations and social skills and provide staff with resources, tools, and in-class modeling of techniques;
7. Collect ongoing data and collaborate with school staff regarding programming and IEP implementation, and attend IEP meetings as determined by the Student Services Administrator;
8. Conduct behavior assessments and devise appropriate behavior plans/FBA/BX plans; and ensure in-class implementation; and
9. Other duties as required.

QUALIFICATIONS

To be considered qualified for this position, candidates must have the following:

1. Licensed, or eligible for licensure as a Board Certified Assistant Behavioral Analyst (BCaBA);
2. Bachelor's degree in Special Education, Psychology or related field; Masters preferred;
3. A minimum two (2) years' training and experience in Applied Behavioral Analysis, and experience providing training to staff and parents considered a plus;
4. Strong interpersonal skills and the ability to communicate clearly and effectively, both orally and in writing, with children and adults;
5. Commitment to remain current in field knowledge, evaluation and counseling strategies;
6. Such alternatives to the above qualifications as the Superintendent may find appropriate and in conformity with state licensure requirements.

APPLICATION PROCEDURE

To be considered for this vacancy, please reference only job posting #17-60 and your last name (as, #17-60 Jones) in the subject line, and submit:

1. Cover letter;
2. Resume, which should contain applicable license/certification information;
3. Three letters of reference;
4. All college transcripts; and
5. The contact information for three additional professional references.

Submit the above required information to: hpsjobs@hopkinton.k12.ma.us **Please note:** this address is for application materials only. *E-mail is our preferred method of application, however, if you wish to apply by mail, please send the required items to:*

Human Resources (Job Vacancy #17-60)
Hopkinton Public Schools
89 Hayden Rowe
Hopkinton, MA 01748

Incomplete submissions will not be considered.

The Hopkinton Public School System does not discriminate on the basis of race, color, religion, national origin, age, gender, gender identification, sexual orientation, genetic information, or disability in admission to, access to, employment in, or treatment in its programs and activities. The Hopkinton Public School district is an equal opportunity employer, committed to diversity in our workplace. The school system's educational philosophy and personnel goals, including the goal of equal employment opportunity, will be considered in filling all positions.