

# Hopkinton Public Schools

*An Equal Opportunity Employer*



## NOTICE OF VACANCY

**Job Posting # 19-55**

**Opening Date: October 30, 2018**

**Closing Date: Open Until Filled**

**TITLE:** Special Education Teaching Assistant (Paraprofessional) w/ABA  
**TYPE OF POSITION:** Full-Time (1.0); Long-Term Substitute (anticipated 1/2/2019 through the end of the end of March); salary up to \$100/day  
**LOCATION:** Elmwood School; Hopkinton, Massachusetts  
**AREA OF CONSIDERATION:** All qualified candidates

The **Special Education Teaching Assistant (Paraprofessional) with ABA** assists the Classroom and/or Special Education Teacher and the Board Certified Behavior Analyst (BCBA) in Applied Behavior Analysis (ABA) instruction for children with developmental disabilities. This position is dedicated to facilitating communication, increasing social skills, academic skills, self-help skills and promoting independence. This position will work closely with the teacher(s) and Behavior Analyst in helping the student decrease maladaptive behaviors that prevent the student from developing his/her full potential, while systematically increasing socially appropriate behaviors.

### **DUTIES:**

*Duties include, but are not limited to:*

1. Provides intense monitoring of student behavior as indicated on the student's Individual Education Plan (IEP) and Behavior Intervention Plan (BIP);
2. Provides discrete trial instruction to identified students and maintains appropriate documentation on outcomes of discrete trials and extensive behavior analysis data and graphing;
3. Supervises student(s) at all times as indicated on the IEP, to ensure the safety of the student(s), peers, and adults;
4. Provides support in crisis situations using district-approved safety/restraint protocol when a student becomes a harm to him/herself or others;
5. Provides verbal support, prompting, redirection and modeling in helping the student(s) access the activities of the curriculum;
6. Assists with conducting student assessments as directed by classroom teacher(s) or Behavior Analyst;
7. Other duties, as required.

**QUALIFICATIONS:**

*To be considered qualified for the position of **Special Education Teaching Assistant w/ABA**, candidates must have:*

1. Associate's Degree, or successful completion of the ParaPro exam;
2. Ability to communicate clearly and effectively, both orally and in writing, to children and adults;
3. Experience with, and willingness to provide direct assistance to students to manage personal care to improve daily life skills;
4. Training and/or applicable experience in Applied Behavior Analysis (ABA) required;
5. Licensed by the Massachusetts Department of Elementary & Secondary Education in a related field, while not required, considered a plus;
6. Such alternatives to the above qualifications as the Superintendent may find appropriate.

**APPLICATION PROCEDURE:**

*To be considered for this vacancy, please reference only job vacancy #19-55 and your last name (as, #19-55 Jones) in the subject line, and submit:*

1. Cover letter;
2. Resume, which should contain applicable license/certification information;
3. The contact information for three professional references;
4. Documentation of successful ABA training; and
5. College transcripts and/or certification of successful completion of the ParaPro exam.

Submit the above required information to: [hpsjobs@hopkinton.k12.ma.us](mailto: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 #19-55)  
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.*