



We are pleased to announce that we are seeking qualified applicants for the position of  
**ABA EDUCATIONAL ASSISTANT**

**POSITION(S): 1**     **ABA Educational Assistant**  
15 hrs/week, Mon 9a-12p, Tue/Thu, 9am-3:30pm, 185 days (pro-rated for remainder of 2018-19)

**LOCATION:**             **Alyce Hatch Center, Bend**

**START DATE:**         **As soon as possible**

**SALARY RANGE:**      **As established by bargaining agreement, Classified Wage Schedule, no less than \$14.38/hr**  
**Benefits include sick leave, paid holidays.**

**QUALIFICATIONS:**    **DEFINITION**  
The ABA Program provides services to children with Autism Spectrum Disorder and/or severe communication disorders who benefit from an Applied Behavior Analysis (ABA) instructional approach. Program components include individualized, one-on-one and small group instruction, structured environment, inclusion and family involvement. The curriculum emphasizes communication, social skills, (pre) academics, life skills and sensory-motor needs. Under the direction of the ABA teacher and/or administrator, the ABA Assistant provides supported services in classrooms, resource centers, or other program related areas. The assistant directs involvement in the instructional program for assigned students and their identified needs. Duties and responsibilities depend on class/program assignments.

**QUALIFICATIONS**

Must be NCLB Highly Qualified (HQ) defined as 1) two years postsecondary study, or 2) an Associate's degree (or higher) or a HDES approved professional/technical certificate, or 3) satisfactory completion of the Paraprofessional training and a passing score on the Paraprofessional praxis test. Two years experience or previous training with children in a similar program required. The assistant must be able to work independently with minimum direction. The employee must possess good organizational skills and good command of the English language. Demonstrated aptitude for the work to be performed and a genuine interest in and ability to relate to students is expected. The ability to perform significant reaching, bending, stooping, crouching and lifting 50 pounds is expected. Must have access to reliable transportation, and consistent attendance is required.

Qualifications specific to personnel working in ABA programs: Two years experience in an ABA classroom or previous training with children in a similar program required. The assistant must be able to work independently with minimum direction.

**APPLICATION PERIOD:**     **Open until filled**

**CONTACT:**             **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**  
Amy McCormack, 541.312.1942 or [amy.mccormack@hdesd.org](mailto:amy.mccormack@hdesd.org)

**A COMPLETE APPLICATION INCLUDES**

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDES website [www.hdesd.org](http://www.hdesd.org))
- Three (3) professional letters of recommendation

**DIRECT YOUR MATERIALS REGARDING THIS POSITION TO**

Kristen Johns, Human Resources Specialist  
High Desert ESD  
2804 SW Sixth Street  
Redmond Oregon 97756  
Fax 541.693.5601  
[kristen.johns@hdesd.org](mailto:kristen.johns@hdesd.org)

If you currently hold a regular position with HDES, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDES requires employee's wages be paid via direct deposit to a bank account or paycard.

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| APPROVED:  | 12/13/18 |
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| <b>DIRECTOR OF HUMAN RESOURCES</b><br><b>Posting # C18-19/119-1174</b> |          |