



We are pleased to announce that we are seeking qualified applicants for the position of  
**APPLIED BEHAVIOR ANALYSIS (ABA) EDUCATIONAL ASSISTANT -**  
**- FOR EARLY CHILDHOOD SPECIAL EDUCATION CLASSROOMS -**

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**POSITION(S): 2** Applied Behavior Analysis (ABA) Educational Assistant for Early Childhood Special Education (ECSE) Classrooms  
28 hrs/week, Days/Hours vary, 189 days

**LOCATION:** Alyce Hatch Center, Bend

**START DATE:** August 29, 2022

**SALARY RANGE:** As established by bargaining agreement, Classified Wage Schedule, starting range \$18.71 - \$22.76/hr  
Benefits include pro-rated insurance package, paid sick/personal leave and paid holidays, PERS contribution

**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. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

Please see attached job description for additional information and responsibilities.

**APPLICATION PERIOD:** Open until filled

**CONTACT:** **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**  
Jennie Willis, 541.312.1961 or [jennie.willis@hdesd.org](mailto:jennie.willis@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) or through Recruit & Hire site <https://highdesert.tedk12.com/hire/Index.aspx>)

**DIRECT YOUR MATERIALS REGARDING THIS POSITION TO**

Kristen Johns, Human Resources Manager  
High Desert ESD  
2804 SW Sixth Street  
Redmond Oregon 97756  
Fax 541.638.9654  
[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.

APPROVED: 4/15/22

DIRECTOR OF HUMAN RESOURCES  
Posting # C22-23/103

# **ABA Assistant**

## **Definition**

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**Classification** Classified

**Reports To** ABA Teacher, Team Leader and/or Supervisor

## **Performance Responsibilities**

1. Follow the direction of the teacher, team leader or supervisor in a cooperative manner
2. Learn techniques, procedures and routines quickly and competently
3. Elicit specific behaviors from children as indicated by the instructional program
4. Develop and maintain harmonious working relationships with students, families, volunteers, other staff members and the general public according to program design
5. Assist the teacher, team leader or supervisor in working with children, either individually or in groups
6. Assist in all phases of the daily operations of the program
7. Assist in maintaining the student's life skills such as dressing, hygiene, toileting and feeding students
8. Assist with the integration of children into a variety of settings
9. Assist with appropriate assessments of students
10. Assist with implementing individualized educational plans, such as IFSP, IEP, 504, PEP, BIP
11. Prepare instructional materials and operate instructional equipment
12. Work with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher
13. Record student progress and /or other records as requested
14. Manage student behavior across setting using consistent and positive intervention strategies
15. Maintain a neat and orderly environment
16. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers
17. Communicate regularly and appropriately through the use of email
18. Respect and maintain confidential information in all situations
19. Fulfill other related duties as assigned

## **Terms of Employment**

Salary, benefits and vacation are established by policy and the collective bargaining agreement.