



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

**NOTICE OF VACANCY**  
**(Date)**

**POSITION: APPLIED BEHAVIORAL ANALYSIS (ABA) INSTRUCTIONAL TECHNICIAN**

**JOB SUMMARY:** This position provides one to one instruction to a student with autism. Instruction will be provided in the student's home, day care setting, or classroom. Instruction will be centered on the student's IEP goals and objectives and will be delivered using the ABA format. In addition to working on the goals and objectives, the technician will be responsible for collecting data and attending trainings with a Behavioral Program Facilitator on a regular basis.

**REPORTS TO:** Director and Supervisor(s) of Special Education

**QUALIFICATIONS AND EXPERIENCE:** (These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.

At the time of application, the candidate must have:

1. High School diploma or General Education Development (GED) program certificate.
2. Recent experience providing ABA instruction to students on the autism spectrum.
3. Knowledge of characteristics of autism spectrum disorders and/or willing to receive training in these areas.
4. Knowledge of Applied Behavioral Analysis (ABA) instruction.
5. Ability to communicate effectively, both verbally and in written form, with co-workers, administrators, and parents.

**ESSENTIAL JOB FUNCTIONS:**

1. Provide one-to-one instruction to students with autism in a student's home, day care or school setting. Instruction will be centered on the student's IEP goals and objectives.
2. Deliver instruction using the ABA format.
3. Collect data and attend trainings with a Behavioral Program Facilitator on a regular basis.
4. Performs other duties as may be required.
5. Thinks, concentrates, and interacts positively with others.
6. Reports to work regularly and promptly.
7. Works under stress and meets all deadlines.

**OTHER DUTIES:**

Performs related work as required or assigned by the Director of Special Education and/or Supervisor(s) of Special Education.

**PHYSICAL DEMANDS:** Position requires significant periods of standing and walking. Work may require physical as well as psychological confrontations with aggressive students.

**UNUSUAL DEMANDS:**

As indicated by Individual Education Program plans. May be subject to a flexible work schedule. Compliance with State and Federal regulations for special education.

**TERMS OF EMPLOYMENT:**

Ten (10) month part-time position and salary commensurate with qualifications applied to the current salary schedule for support staff.

**FLSA STATUS:** Non-Exempt.

**EFFECTIVE DATE OF POSITION:**

**APPLICATION PROCEDURE:** Application deadline is (date) at 4:30 pm.

Option 1: **Current Calvert County Public Schools employees** need to submit interest via AppliTrack on CCPS website, [www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us)

Option 2: Interested **candidates who are not currently employed by Calvert County Public Schools, including current substitutes**, must submit a completed application thru AppliTrack, including a minimum of three references with their e-mail addresses via our website [www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us). References must be directly related to work experience and must include current immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

**Nondiscrimination Statement**

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources  
410-535-1700

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**Anti-sexual, Anti-racial and Anti-disability Harassment Statement**

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Director of Student Services  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Director of Human Resources  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481.