



**HACKENSACK PUBLIC SCHOOLS**  
*191 Second Street, Hackensack, NJ 07601*

JOB DESCRIPTION

<b>TITLE:</b>	ABA Paraprofessional	
<b>REPORTS TO:</b>	Principal/Designee	
<b>DATE APPROVED:</b>	June 18, 2025	<b>BY:</b> Board of Education

**NATURE AND SCOPE OF JOB:**

The ABA Paraprofessional supports students with disabilities, particularly those with autism and behavioral challenges, by implementing Applied Behavior Analysis (ABA) strategies under the supervision of certified staff. The role involves assisting with instructional and behavioral programs, supporting individual and small group learning, and fostering a positive, inclusive classroom environment.

**QUALIFICATIONS:**

1. High School Diploma or equivalent required; Associate's degree or 60 college credits preferred.
2. Registered Behavior Technician (RBT) preferred or willing to be RBT certified within a year.
3. Experience working with children with disabilities and/or knowledge of ABA strategies preferred.
4. Ability to communicate effectively and work collaboratively with students, staff, and families.
5. Must pass a criminal background check and meet all Hackensack Public Schools employment requirements.
6. Flexibility, patience, and a commitment to supporting diverse learners.
7. Demonstrate aptitude and competence for assigned responsibilities.
8. Provide proof of U.S. citizenship or legal resident alien status and the required criminal background check.
9. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

**TERMS OF EMPLOYMENT:**

Ten (10) month work year; salary and benefits as per the HBOE/HEA Employment Agreement; and all conditions established by the laws of the State of New Jersey, and policies and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

**PERFORMANCE RESPONSIBILITIES:**

1. Implement ABA strategies and behavior intervention plans as directed by certified staff.
2. Provide one-on-one and small group support to students to facilitate academic and behavioral goals.
3. Collect and record data on student progress and behaviors for ongoing assessment.
4. Assist with classroom management and organization to maintain a supportive learning environment.
5. Assist students with toileting needs and provide support for toilet training, following individualized plans and maintaining student dignity and hygiene.
6. Support students in developing social, communication, and daily living skills.
7. Collaborate with teachers, therapists, and other staff to ensure consistent implementation of individualized programs.
8. Maintain confidentiality and professionalism in all interactions with students, staff, and families.
9. Participate in professional development and training related to ABA and special education.
10. Support students in applying academic, social, and daily living skills in real-life community settings by assisting with the planning, supervision, and implementation of community-based instruction (CBI) activities, ensuring safety, promoting independence, and facilitating skill generalization across various environments such as stores, public transportation, and community facilities
11. Perform other related duties as assigned by the supervising teacher or administrator.
12. Community-Based Instruction at the Middle School.
13. Maintains a collaborative working relationship with district administrators to ensure information exchange, coordination of efforts, and overall support for the decision-making process.
14. Protects the confidentiality of student data and all records and information gained as part of exercising professional duties and uses discretion in sharing such information within legal confines.
15. Observes strictly to avoid the appearance of conflict all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submits in a timely fashion the required annual disclosure statement regarding employment and financial interests.
16. Adheres to New Jersey School Law, State Board of Education Rules and Regulations, Board of Education Policies, Regulations and Procedures, and contractual obligations.
17. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the Superintendent.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of this position. Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Sitting, standing, and walking for required periods of time.
2. Speaking, listening, and visual acuity.
3. Use close vision, color vision, peripheral vision, and depth perception along with the ability to adjust focus.
4. Able to communicate effectively in English, verbally and in writing, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
5. Use strength to lift and/or move up to a maximum of 20 pounds to perform the functions of the job.
6. Reaching, lifting, bending, kneeling, stooping, pushing, pulling, finger dexterity, and repetitive motions, to handle objects and operate tools, computers, and/or controls.

**ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with New Jersey State Law and the provisions of Board policy on evaluations.