



EMPLOYMENT OPPORTUNITY

POSITION TITLE:	ABA Program Manager (BCBA)
POSITION STATUS:	Full-Time, Year-Round
SALARY:	Commensurate with experience
HOURS OF WORK:	8:00am – 4:30pm, Monday to Friday
START DATE:	Next Available Opening - applications will be kept on file
APPLY:	https://form-can.keela.co/job-application-aba-program-manager

PALS Autism School is an independent special education K-12 school providing year-round individualized programming.

KEY RESPONSIBILITIES:

Reporting to the Head of School, the ABA Program Manager is a Board Certified Behaviour Analyst responsible for supervising the students' clinical program in our school facility:

- Supervise skill acquisition programs: train staff to implement with fidelity; create subsequent targets via task analysis; create subsequent programs when necessary; troubleshoot if student demonstrates difficulty with mastery
- Consult with SLP and OT when their area of expertise is required in certain programs
- Supervise disruptive classroom behaviours: define behaviours; develop Behaviour Intervention Plans based on functional behaviour assessment methods; develop data collection systems; train staff using Behaviour Skills Training; collect raw behaviour data; graph; analyze; make BIP adjustments
- Provide training to new and existing PALS staff; update training manual as needed; run workshops for staff Pro-D
- Contribute feedback to formal and informal staff performance evaluations
- Lead scheduled meetings with staff to review new or updated skill acquisition programs and/or BIPs
- Assist with scheduling staff to ensure safe staff-to-student ratios in place for school and community activities
- Promote awareness, acceptance, and community relationships for the school

QUALIFICATIONS:

The successful applicant is currently a Board Certified Behaviour Analyst who:

- Is on the Registry of Autism Service Providers -RASP (or has qualifications to gain this designation)
- Has at least 2 years experience overseeing ABA programming for children, adolescents, AND young adults with autism
- Is able to work collaboratively with BC Certified Classroom Teachers, SLPs, OTs, and families
- Has strong verbal/written communication skills, as well as administrative, organizational, and time-management skills
- Is able to perform functional behaviour assessments, define behaviours, develop behaviour intervention plans, create data collection systems, graph, and analyze data
- Is able to assess students' current skill levels in communication, social/play, activities of daily living, work skills, and functional academics in order to create, implement, and monitor relevant skill acquisition programs
- Has experience supporting learners who use augmentative and alternative communication
- Has experience training and supporting Behaviour Interventionists using Behaviour Skills Training
- Is capable of working with learners across the whole autism spectrum, including students with dangerous behaviour
- Has ability to provide supervision to practicums obtaining BACB experience hours (*asset, not requirement*)

BENEFITS TO WORKING AT PALS:

- ✓ Consistent office hours with no travel
- ✓ Friendly team environment
- ✓ Monthly staff appreciation events
- ✓ Medical/health benefits package
- ✓ Safety Care® Specialist Certification for Crisis
- ✓ 2 weeks paid vacation, including statutory holidays
- ✓ 7 weeks of annual scheduled school closures
- ✓ Access to free CEUs online 24/7
- ✓ Monthly in-house professional development activities
- ✓ Training funds for outside professional development



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