

## Title Programme Specialists

**Job Description** The Programme Specialist will oversee three or more classrooms of 8 students each within the 6 hour school programme at ACE. The specialist will be responsible for overseeing the programming aspects as well as for the training of teachers while closely managing the details of the interventions based on the principles of ABA.

## Essential Duties & Responsibilities

### Supervision

- Supervises all team members including classroom managers and case managers
- Delegates and supervises team roles and cases.
- Oversees the health and safety of the staff and students.
- Participates in regular and ongoing supervision by the program director.
- Conducts ongoing observations and completes evaluations of all team members.
- ***Assures student clinical and educational programs are effective and modified in a timely manner.***
- Provide training sessions in the areas of Applied Behavior Analysis, physical intervention techniques, how to run educational programs and behavioral programs, medical and family services.

### Clinical/Educational/Vocational

***The Program Specialists directly oversees the classroom managers and case managers in the following responsibilities/tasks:***

- Completes the yearly Core Skills Assessment and IEP for each student on the team.
- Trains all teachers on the Core Skill Assessment.
- Ensures all objectives on the IEP are being addressed.
- Develops curriculum and behavioral programs to meet each student's needs.
- Oversees 3 year Evaluations for students on the team.
- Coordinates the development and implementation of vocational education and supported employment if appropriate for students over age 12.
- ***Assures appropriate staff attend IEP meeting (certified teacher and specialty services)***

### Family Services

- Coordinates all communication with families.
- Oversees case managers in implementing home programs
- Conducts monthly clinics with families to review educational and clinical progress.
- Participates in parent training seminars.

### Research

- Development of research projects for student caseload following ABA design.
- Participation in on-going research.

## Qualifications

***Board certified BCBA or an equivalent Masters's degree in Applied Behaviour Analysis ( ABA )***

## General

This job description is not intended to be all-inclusive and the Program Specialist will also perform other reasonably related duties as requested by the program director or his/her designee.

## Benefits

- Highly competitive salary and benefits

**Contact:** Please send your latest resume's to: **ACE@ace-india.org** or +91 9873383603

**Location:** Gate No.3, ACE Building, Sector 62, Gurgaon (NCR)