



Primary Job Description and Performance Expectations

JOB TITLE: Director of ABA Services

EMPLOYMENT TYPE: Full-time, Exempt

REPORTS TO: Vice President of Programs

SUPERVISES: ABA Program Manager, Registered Behavior Technicians

DESCRIPTION OF ROLE

The Director of ABA Services provides strategic leadership, oversight, and operational management for all Applied Behavior Analysis (ABA) programs within the organization. This position is responsible for ensuring the delivery of high-quality, ethical, person-centered services while maintaining compliance with regulatory, accreditation, payer, and organizational standards. The Director oversees ABA leadership staff, Board Certified Behavior Analysts (BCBAs), and supporting personnel to ensure positive outcomes for individuals served, staff development, program effectiveness, and organizational growth.

SUPERVISORY DUTIES

- Oversees and manages the ABA Program at The Exceptional Foundation.
- Interviews, hires, and trains Registered Behavior Technicians (RBTs) and other ABA Program staff.
- Provides ongoing supervision to RBTs in accordance with BCBA requirements.
- Delivers continuous training, coaching, and professional development to ABA Program staff.
- Provides performance feedback and administers corrective action or discipline when necessary to ABA Program staff.

ADMINISTRATIVE DUTIES

- Adheres to The Exceptional Foundation's Policies and Procedures and the Employee Handbook.
- Oversees the daily operations of the ABA Program.
- Initiates and sets program goals in alignment with the organization's strategic objectives, in collaboration with the Vice President of Programs and the President.
- Attends administrative meetings as needed.
- Maintains the Outlook calendar to communicate program closures, events, and scheduling updates.
- Responds to inquiries from clients and staff in a timely and professional manner.
- Champions and fosters a positive organizational culture, modeling the mission and values of The Exceptional Foundation for all team members.



PROGRAM DUTIES

- Leads intake evaluations, including functional behavior assessments and skills assessments.
- Ensures new participants have completed all required paperwork before their start date and that all documentation is entered into the participant database.
- Complete all paperwork required by funding sources and The Exceptional Foundation in a timely and accurate manner.
- Monitors and evaluates the effectiveness of therapy programs through data analysis and clinical observation.
- Implement quality improvement initiatives to enhance the effectiveness of therapy services, including treatment plan reviews and session note audits.
- Works with the Vice President of Programs to proactively address the needs of the ABA Program and its staff.
- Maintains open and effective communication with parents/guardians, providing updates on progress, goals, and strategies.
- Communicates with caregivers regarding participant behavior and interactions as needed.
- Maintains appropriate caseloads for all ABA Program staff.
- Maintains a clean, organized, and presentable therapy environment.
- Performs other related duties as assigned.

EDUCATION AND EXPERIENCE

- Master's degree required.
- Active **BCBA Certification** with **three or more years of**
- a culture aligned with organizational values.
- Excellent time-management and organizational skills.
- Ability to identify areas for professional growth and development among ABA Program staff.
- Strong written and verbal communication skills. **experience.**
- Must maintain an active BCBA Certification for the duration of employment within the ABA Program.
- Eligible to deliver ABA therapy in the State of Alabama.
- Minimum of **three years of management experience** supervising RBTs and/or BCBA's.
- Experience working with children and teens diagnosed with autism spectrum disorder (ASD) and other developmental disabilities.
- Experience in a clinical treatment setting preferred.
- Demonstrates ongoing professional growth, including the pursuit of continuing education units (CEUs) in supervision, ethics, organizational behavior management (OBM), and other relevant content areas.

REQUIRED SKILLS AND ABILITIES

- Proficiency in data analysis and evidence-based treatment design.
- Knowledge of relevant regulations, ethical guidelines, and best practices in ABA therapy.
- Ability to demonstrate professional behavior and cultivate
- Strong organizational skills and the ability to delegate effectively.



- Ability to work collaboratively with others.
- Ability to provide effective feedback, coaching, and oversight.
- Flexibility in scheduling and the ability to adjust as needed.
- Ability to multitask and maintain composure in stressful situations.
- Flexible, team-oriented, and able to use initiative and sound judgment.
- Ability to engage with participants, staff, caregivers, and visitors in an enthusiastic, friendly, outgoing, and professional manner.

WORK CONDITIONS AND ENVIRONMENT

- Must be flexible and comfortable working in an environment that serves individuals with intellectual and developmental disabilities.
- Ability to remain calm and willing to assist participants during medical or behavioral situations.
- Physically able to meet the demands of the role, including walking, dancing, standing, lifting, and other movement-based activities.

COMPENSATION AND BENEFITS

- Salary commensurate with experience.
- Comprehensive health insurance.
- Eligible for retirement plan contributions after 12 months of continuous employment, including an annual employer match.