

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

AUTISM SPECIALIST

DEFINITION

Under direction of the Executive Director, Infant-Elementary Special Education Programs, the Autism Specialist supports the educational programs of the District by coordinating the development and implementation of behavioral programs for students with Autism.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Coordinate and oversee the Intensive Behavior Instruction (IBI) program for students in a variety of settings such as the IBI Center, regular and special education classes, before/after school program, home programs and social skills groups and classes.
2. Collaborate with Individualized Educational Program (IEP) teams in the development of educational and behavioral goals and objectives based on assessment data, observation and parent input as well as development of transition plans to meet the individual needs of students.
3. Develop, implement and supervise IBI programs, crisis intervention and instructional recommendations for individual students.
4. Supervise the maintenance of a variety of records and files and coordinate data collection to monitor student progress.
5. Analyze data and modify curriculum and instructional strategies on a weekly basis.
6. Supervise, train and monitor the assignment and scheduling of IBI aides/tutors for each student to ensure student success.
7. Provide guidance and training to staff with the presentation of learning materials and implementation of instructional exercises.
8. Evaluate, supervise and counsel members of classified staff to improve employee performance ensuring staff adhere to District, state and federal professional standards.
9. Plan and conduct Student Progress Meetings with data and information from tutors/parents.
10. Provide ongoing training to IBI/support staff in Applied Behavior Analysis (ABA) and various methodologies.
11. Educate special education and general education teacher and paraprofessional's regarding the unique needs of students with autism.
12. Provide parents with information regarding the nature of Autism and strategies for skill generalization into the home and community.
13. Present an ongoing series of trainings regarding Autism Spectrum and Related Disorders on a district-wide basis.
14. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
15. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
16. Keep up-to-date with trends and developments in Autism Spectrum and related disorders and communicate findings with management, support staff and parents.
17. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of the State Education Code and other applicable laws and collective bargaining agreements; characteristics of Autism Spectrum and Related Disorders; theories of Intensive Behavior Intervention/Applied Behavior Analysis; principles, theories, practices, methods and techniques used in curriculum development and behavior management; behavior management strategies and techniques relating to pupils who experience atypical control problems; current trends and research concerning the growth and development of school-age students, methodologies, interventions and treatment for Autism Spectrum and Related disorders; human relations, conflict resolution strategies and team building principles and techniques; child guidance principles and practices; community relations; a variety of methods of data collection and data analysis; result and performance evaluation techniques pertaining to program and personnel performance effectiveness.

Ability to: Coordinate the functions and activities of the District's IBI program; demonstrate effective instructional, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with parents, community members, students, management, colleagues, staff and school related outside agencies; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; understand and carry out oral and written instructions; use interpersonal techniques with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; Develop plans to appropriately manage student behavior and guide students toward more acceptable social behaviors; utilize a variety of instructional materials and procedures to enhance a positive educational environment; comply with the District's customer service standards, as outlined in Board Policy.

Education: Master's Degree in autism or related field, or a Board Certified Behavioral Analysis Certificate. Training in a variety of methodologies related to working with students with Autism; CPR/First Aide certification.

Experience: Two years of professional experience working with school aged children with a diagnosis of Autism Spectrum Disorder, including experience in applying principles of ABA. Experience may include but is not limited to: designing, monitoring, and revising individual programs for students; training parents, teachers, tutors in applied behavior analysis; monitoring curriculum, student behaviors and progress; observing program implementation; conducting training workshops with families and/or schools; participating in clinic/student progress meetings; communicating with supervisory staff.

License/Certificated: Board Certified Behavioral Analysis Certificate preferred; Current CPR/First Aid certificate; Valid California Driver's License.