

## **JOB DESCRIPTION**

**Revised: 12-16-11**

**JOB TITLE:** Instructional Aide - Autism

### **QUALIFICATIONS:**

All paraprofessionals entering employment after January 1, 2007 must be deemed "Highly Qualified" as defined in the No Child Left Behind Act of 2001. In order to be considered "Highly Qualified", an applicant must meet one of the following requirements:

- Possess an associate's degree from an accredited college; or
- Have earned 60 semester hours (or the equivalent) from an accredited college; or
- Has passed a state approved test. Please call 355-6093 to schedule test.

The person in this position should have the following skills:

1. Knowledge and understanding of children with special needs, particularly those with autism.
2. Ability to work well with others.
3. Willingness to work with others.
4. Ability to handle unforeseen situations in accordance with policy.
5. Take initiative on the job.
6. Ability to accept individual differences among children.
7. Ability to physically restrain a student if called upon to do so after proper training. May also be required to lift up to 50 lbs. on occasion.

**REPORTS TO:** The person in this position reports to the Behavioral School Psychologist for Autism in conjunction with the School Principal.

**JOB GOALS:** To work directly with the teacher to assist the implementation of the program carried out in the teacher's room. The aide works with the teacher, under the supervision of the principal and behavioral school psychologist for autism. Since the teacher is charged with full responsibility of the students assigned to his/her classroom, the aide will assist; but at no time will the aide have full responsibility for one or more of the students.

Planning and policy-making, discipline of the students, and evaluation of the students are duties specifically assigned to the teacher. They are not the duties or responsibilities of the aide.

### **PERFORMANCE RESPONSIBILITIES:**

1. Assist students with neurological disabilities, including autism, with tasks as instructed by the teacher.
2. Work in small groups and/or 1:1 with students with neurological disabilities, including autism, on classroom activities under the supervision of the teacher.
3. Assist with daily data collection as needed.
4. Participate in staff development training workshops to learn and update skills related to autism.
5. Perform other classroom duties as assigned by the immediate supervisor.
6. Supervise students during lunch.
7. Attend school-based and autism services staff meetings as directed.

**TERMS OF EMPLOYMENT:** Nine and one-quarter (9 ¼) months: Salary Group I

**EVALUATION:** Performance of this job will be evaluated in accordance with provision of the Board's policy.