



AUTISM ASSISTANT

Purpose Statement

The job of Autism Assistant was established for the purpose/s of providing support to the instructional program with specific responsibility for assisting in the supervision, care and instruction of autistic students; assisting in implementing plans for instruction; monitoring student behavior; documenting activities and progress; and supporting students' IEP goals.

This job reports to the Student Support Services Coordinator.

Essential Functions

- Adapts classroom activities, assignments and/or materials as assigned by supervising instructional staff for the purpose of supporting and reinforcing classroom objectives.
- Administers immediate first aid and/or medical assistance as instructed by a health care professional for the purpose of meeting immediate health care needs.
- Attends staff meetings and in-service presentations (e.g. first aid, CPR, emergency procedures, ABA course refresher, etc.) for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with supervising instructional staff, professional support personnel, and parents for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- Creates a variety of documents and materials (e.g. games, schedules, visual supports, observation and success logs, etc.) for the purpose of documenting activities and promoting student growth and development.
- Implements under direction of supervising instructional staff, instructional plans and behavioral plans designed by IEP team for the purpose of presenting and/or reinforcing learning concepts.
- Maintains instructional materials, daily activity/incident logs and/or manual and electronic files/records for the purpose of ensuring availability of items; providing written reference; and/or meeting mandated requirements.
- Monitors students during assigned periods within a variety of school environments including both 1 on 1 and embedded in class routines for the purpose of maintaining a safe and positive learning environment.
- Participates in the determination, development, implementation and evaluation of behavioral, instructional, and/or curricular management for eligible students for the purpose of improving the quality of students outcomes.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Serves as a technical resource to other staff on the subject of Autism Spectrum Disorder for the purpose of providing support, information, and/or training and ensuring that the students' needs are met.
- Collects ongoing daily data on IEP objectives for the purpose of reviewing with Autism Teacher and ensuring IEP requirements are being met and are adequate for the students' needs.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.



Williamson County Schools

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Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math functions; read technical information, compose a variety of documents following prescribed formats, present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: principals and techniques of Applied Behavior Analysis; techniques used in the assessment and treatment of disabilities; instructional procedures and practices; intellectual, sensory, and physical development of children; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.

ABILITY is required to schedule activities and work with a wide diversity of individuals; gather and/or collate data, use basic math and job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; and working flexible hours.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.



EXPERIENCE: Job related experience is preferred.

EDUCATION: High School diploma or equivalent.

EQUIVALENCY: None Specified

REQUIRED TESTING:
Pre-Employment Drug & Alcohol Screening

CERTIFICATES & LICENSES:
CPI certificate preferred

FLSA STATUS:
Non Exempt

CONTINUING EDUCATION / TRAINING:
Criminal Justice Fingerprint/Background Clearance

SALARY GRADE:
Classified