AUTISM CONSULTANT

Purpose Statement
The job of Autism Consultant was established for the purpose/s of providing diagnostic, remedial and consultative service for children with autism; provides consultative services for school personnel regarding the programmatic needs of children with autism; operates as part of a multi-disciplinary team.

This job reports to Student Support Services Director

Essential Functions

• Assists in the development of student transition plans, programs, and goals for the purpose of supporting the student transition from one school to another and developing students' vocational skills.

• Conducts observations for the purpose of aiding in the diagnosis as well as the development of programming and instructional strategies.

• Coordinates the implementation of goals and outcomes with the IEP team, collaborating with colleagues, for the purpose of assessing and evaluating both strengths and needs of students in order to develop and maintain an environment conducive to the effective performance of tasks.

• Develops a therapy intervention plan for the purpose of supporting the IEP goals, objectives/outcomes and providing training and support to the school team to implement this plan in appropriate settings.

• Develops and implements opportunities and in-services for the purpose of providing needed and/or required training for educational staff, parents, and administrators.

• Documents findings, actions taken, and/or recommendations made regarding areas of service and maintains records required by Williamson County Schools for the purpose of meeting various state and federal mandates.

• Identifies student abilities and needs with the IEP team for the purpose of developing long- and short-term goals and objectives for behavior, curriculum and instruction.

• Monitors behavioral needs of students for the purpose of developing positive intervention plans, as needed.

• Participates in the determination, development, implementation, and evaluation of behavioral, instructional, and/or curricular management for the purpose of aiding students determined eligible for the Autism Spectrum Disorder.

• Prepares and maintains a variety of documents, records, reports and written materials for the purpose of communicating information to parents and staff, providing written support, developing recommendations and/or conveying information and complying with various state, federal and administrative requirements.

• Refers an individual with communicative disorders to available community agencies for the purpose of meeting needs that cannot be met by the services provided by the district.

• Serves as consultant to teachers, both general and special educators, administrators, other related staff, families, community members, at site-based programs, departments, school and in the community for the purpose of providing a resource of understanding and working with students with Autism Spectrum Disorder.

Other Functions

• Attends meetings, training and conferences and travels to a variety of work sites for the purpose of obtaining or providing information.
• Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

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

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safe practices in work sites and other activities; correct English usage, grammar, spelling, punctuation and vocabulary; record keeping techniques; modern office practices and procedures; and pertinent federal/state labor laws and/or program requirements.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. 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. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; working as part of a team; and meeting deadlines and schedules.

**Responsibility**

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

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 10% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

**Experience**

Job related experience is required.

**Education**

Bachelors degree in job related area.

**Equivalency**

Preferred experience working with children with Autism Spectrum Disorder

**Required Testing**

None Specified

**Certificates & Licenses**

Teachers Certification and/or License

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**Continuing Educ. / Training**

None Specified

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**