



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Autism Spectrum Disorder Specialist

Pay Grade: Teacher Salary Scale

Reports To: Director of Special Education

Terms of Employment: 197 Days

Exemption Status: Exempt

Primary Purpose:

Address the needs of students identified with disabilities on the autism spectrum by providing services for the student, their family and campus staff within the parameters of federal and state laws, district policy and departmental procedures. The process includes the identification, assessment, educational planning and the improvement of management skills for students on the autism spectrum in school, at home and in vocational settings as part of transition training.

Qualifications:

Education/Certification:

- Bachelor's Degree, minimum
- Master's Degree (or in progress)
- Valid Special Education Certification
- Valid Driver's License

Experience:

- Three years' experience in Special Education
- Experience and demonstrated knowledge of Autism

Specialized Responsibilities and Duties:

1. Complies with federal and state laws and district policies and procedures and the referral, placement and review process established for in-home trainer/parent trainers of students with autism.
2. Works a flexible schedule to include some evenings and weekends in order to provide parents appropriate opportunities to observe and work with trainer.
3. Administers appropriate diagnostic tests as required to assess students with autism.
4. Assists the Admission Review and Dismissal (ARD) committee in determining eligibility for special education services, in cooperation with other assessment members, which may include the campus diagnostician, campus psychologist and speech-language pathologist.
5. Completes appropriate paperwork for presentation to committee.
6. Works with related services personnel to develop appropriate goals and objectives for IEP development.
7. Provides behavior management training and guidance to parents to help them deal with the child's behavior.
8. Assists parents in learning the communication modality or other supports used at school (e.g., sign language, picture exchange communication, and use of augmentative communication devices).
9. Provides in-home training as specified by the ARD committee to increase social fluency.
10. Schedules home visits to address identified needs: visits are scheduled to model appropriate techniques and offer suggestions for working with their child in the home/community environment.

ADOPTED: 7-11-91

AMENDED: 11-25-96, 10-10-00, 9-06-01, 4-30-02, 2-10-03, 11-06-03,
8-03-09, 2-07-13, 2-13-15, 7-11-16, 10-5-16, 1-9-17, 10-23-17, 08-18-18

Autism Spectrum Disorder Specialist

11. Sets up schedules and other supports to provide maximum structure in the home community.
12. Provides parents with ongoing information pertaining to upcoming workshops, lectures, parent meetings, newsletters, conferences, counseling information and referrals to other services (respite care, childcare, recreational programs, pre-vocational training, parent center).
13. Conducts support meetings for parents and students to promote awareness and self-advocacy.
14. Performs other assigned duties as may be required by the director or assistant director of Special Educations.
15. Upholds and adheres to safety rules and polices of the SISD safety program.
16. Supports the goals and objectives of the school district and follows all district policies.
17. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
18. Performs any other duties as assigned by appropriate supervisor.

Major Responsibilities and Duties:

Instructional Strategies:

1. Exhibit a comprehensive understanding of content, discipline, and related pedagogy as demonstrated through the quality of the design and execution of lessons and the ability to match objectives and activities to relevant state standards such as Texas Essential Knowledge and Skills, College and Career Readiness Standards, and English Language Proficiency Standards.
2. Develop and implement timely lesson plans that fulfill the requirements of the district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations and/or modifications that differentiate for individual student needs.
3. Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students, and present subject matter according to guidelines established by Texas Education Agency, board policies and administrative regulations.
4. Employ a variety of instructional techniques, integrate and actively use technology and media consistent with the physical limitations of the assigned location and the needs and capabilities of the students involved.
5. Demonstrate understanding of instructional planning and timely delivery pacing by providing standards-based, data-driven, differentiated instruction that engages students, incorporates appropriate use of technology, and makes learning relevant for today's learners.
6. Work cooperatively with special population teachers to modify curricula as needed for students being served through special programs.
7. Work collaboratively with other members of faculty and staff to determine instructional goals, objectives, and methods according to district and campus requirements.
8. Accept shared responsibility for project-based, interdisciplinary and/or thematic campus initiatives that provide both intervention and enrichment opportunities for all students.

Student Growth and Development

9. Be a positive role model for students and support the mission of the campus and the district.
10. Work to ensure high levels of learning, social-emotional development, and achievement outcomes for all students, taking into consideration each student's educational and developmental background and focusing on each student's needs.
11. Review and analyze multiple sources of data incorporating both formal and informal methods to measure and assess student growth aligned to instructional goals and course objectives and to adjust instructional strategies and content delivery as needed.
12. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.

Autism Spectrum Disorder Specialist

Classroom Management, Organization and Lesson Preparation

13. Interact in respectful ways with students at all times, maintaining a physically and emotionally safe, supportive learning environment that is characterized by efficient and effective routines, clear expectations for all student behavior, and organization that maximizes student learning.
14. Punctually and promptly meet and instruct assigned classes in the assigned location.
15. Manage student behavior in accordance with Student Code of Conduct and student handbook.
16. Take reasonable precautions to protect students, equipment, materials and facilities.
17. Assist in selecting books, equipment, and other instructional materials.
18. Maintain accurate, complete and correct records as required by law, district policy and administrative regulation, in alignment with state standards in the assigned subject area(s).

Communication

19. Work to establish and maintain open lines of communication with students and their parents concerning the academic and the behavioral progress of all assigned students.
20. Hold oneself to the highest standard for individual development, pursue leadership opportunities, collaborate with other educational professionals, communicate regularly with stakeholders, maintain professional relationships, comply with all campus and school district policies, and conduct yourself ethically and with integrity in accordance with the Texas Educators' Code of Ethics.

Professional Growth and Development

21. Establish, maintain and apply personal and professional growth through the use of technological resources and a variety of methods, such as independent research, learning new technological applications and attending district professional development opportunities aligned to campus and District goals.
22. Comply with state, district, and school regulations and policies for classroom teachers.
23. Adhere to all safety rules and procedures of the SISD safety program.
24. Attend and participate in faculty meetings and serve on staff committees as required.
25. Adhere to professional dress and grooming in accordance to district and campus regulations.
26. Demonstrate the ability to attend work on a regular and routine basis to avoid disruption to district operations.
27. Perform any other duties as assigned by the appropriate supervisor.
28. Provides optimal customer service to all students, employees, parents, community, members and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals, standard instructional equipment, and automated external defibrillator (AED) as assigned after receiving appropriate training.

Posture: Prolonged standing, frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking and regular district wide travel to multiple work locations as assigned.

Lifting: Regular light lifting and carrying; may lift and move text books and classroom equipment. May be required to lift and transfer students to and from wheelchair or assist with positioning students with disabilities.

Environment: Work inside, may work outside; regular exposure to noise

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours and may be required to attend faculty, campus, or District meeting as determined by the Special Education Director and/or Assistant Director of Special Education.

Other: Maintain physical and electronic reports, records, and other required district documentation (have it available upon request)

ADOPTED: 7-11-91

AMENDED: 11-25-96, 10-10-00, 9-06-01, 4-30-02, 2-10-03, 11-06-03, 8-03-09, 2-07-13, 2-13-15, 7-11-16, 10-5-16, 1-9-17, 10-23-17, 08-01-18

Autism Spectrum Disorder Specialist

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name (please print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

ADOPTED: 7-11-91

AMENDED: 11-25-96, 10-10-00, 9-06-01, 4-30-02, 2-10-03, 11-06-03,
8-03-09, 2-07-13, 2-13-15, 7-11-16, 10-5-16, 1-9-17, 10-23-17, 08-01-18