

JOB DESCRIPTION

July 2016

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

TEACHER, AUTISM SPECTRUM DISORDERS PROGRAM

General Purpose:

A Teacher, Autism Spectrum Disorders Program is responsible to the County Superintendent and works under the direct supervision of the designated manager(s).

The Teacher, Autism Spectrum Disorders Program teaches individuals with autism spectrum disorders, providing a program and instruction to promote cognitive; academic; communication and language; behavioral and social; and physical development.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Acts as case manager for students enrolled in his/her case load which includes but is not limited to: prepares future Individualized Education Plan (IEP) forms utilizing web based IEP system; receives and distributes reports for service provider unable to attend IEP; notifies administrator and/or staff regarding student information or assessment plans; co-chairs each IEP following a prescribed format; completes web based IEP paperwork within prescribed time period; and ensures delivery of a copy of the signed IEP to administrator.
- Plans and records monthly work schedule in electronic calendar (Outlook) at least 30 days in advance and records any changes as they occur to ensure accurate IEP scheduling.
- Diagnoses and programs instruction for individual learners.
- Provides instruction to individuals and groups.
- Plans, administers, and interprets student evaluations.
- Prepares written reports as required.
- Develops and maintains positive working relationships with parents, guardians, and significant others.
- Meet with parents on a regular basis to review student progress and work on individual education-related and functional issues.
- Works closely with other members of the program staff to develop and maintain curriculum and standards.
- Participates in transition plans for students moving to other environments.
- Participates in professional growth activities such as conferences, classes, staff meetings and visitations.
- Provides training, direction and supervision for assigned ancillary staff.
- Requisitions materials and supplies in a timely manner.
- Maintains attendance accounting, submitting this and other required reports in a timely manner.
- Works closely with outside agencies (Alta California Regional Center, etc.).
- Complies with the rules and regulations set forth in the California Education Code; Title V; Procedures and Policies of the Placer County Office of Education; and policies and procedures of the local district(s).
- Provides instruction and services as indicated on IEP's for assigned pupils.

TEACHER, AUTISM SPECTRUM DISORDERS PROGRAM/PAGE 2

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- Required level of education in order to obtain the appropriate authorization from the California Commission on Teacher Credentialing (CTC) for the position.

Experience:

- Professional training and paid or volunteer experience working with individuals with disabilities.

Knowledge, Skills and Abilities:

- Knowledge of subject area and current instructional methodologies and techniques associated with the child with autism spectrum disorders.
- Ability to emotionally and physically manage assaultive behavior following training.
- Ability to adjust teaching strategies to meet the needs of the assigned age grouping.
- Ability to work effectively with parents, community and education colleagues in and outside the program.
- Ability to administer, analyze, and interpret a variety of assessment measures.
- Ability to function as a positive, contributing member of an educational team.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess an appropriate California teaching credential authorizing specialized services to students with autism.
- Must possess or be able to obtain English Language (EL) certification.
- Must possess or be able to obtain No Child Left Behind (NCLB) certification.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, and involves continuous contact with staff, and representatives of other agencies.

TEACHER, AUTISM SPECTRUM DISORDERS PROGRAM/PAGE 3

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt

Employee Group: Certificated

Salary Grade: Placement based upon education and experience

Reviewed and Approved:

Supervisor: _____

Date: _____

7-25-16

Human Resources: _____

Date: _____

7/25/16