

AUTISM RESOURCE PROGRAM FACILITATOR

DEFINITION

Under general supervision, coordinates and schedules staff and activities at the site of the District's Autism Resource Center (a pre-school aged, child development program at school and home sites); personally performs paraeducational work in support of the program with individual students; and performs related work as assigned.

CLASS CHARACTERISTICS

This single-position class is responsible for coordinating and scheduling the activities of staff at the Autism Resource Center and contract professional staff. The incumbent is responsible for scheduling and conducting a variety of educational activities and events for participants in the program and providing direct services to program participants as required.

EXAMPLES OF DUTIES

Plans and schedules the work of Autism Center staff and program participants; ensures that home visits and program attendance meet program requirements.

Responds to inquiries and concerns from behavioral therapists, parents and others, in person and by telephone; resolves problems and/or refers them to a supervisor.

Ensures the safety of children and staff at all times; maintains a safe, clean and tidy environment.

Prepares and maintains statistical and narrative records and reports related to Autism programs, facilities and events.

Maintains records for the implementation of discrete trial programs and daily data of each child's program.

Carries a modified caseload of students, performing the duties of program Paraeducators on a regularly assigned basis.

Tutors children in one-on-one and group settings.

Visits homes as required to tutor children and interface with parents.

Determines lessons to be presented to students and how to present them within general program guidelines and specific activities specified by each child's behaviorist.

Maintains accurate records and files related to the program and individual student progress.

Attends meetings, conferences and workshops to remain current with behavioral conditions.

Monitors the program's budget; tracks materials purchased by the center.

Tutors and prepares students for transition to classroom setting.

QUALIFICATIONS

Knowledge of:

Principles and practices of supervision for pre-school aged children within a special needs program.

Applicable regulations and rules related to Discrete Trial.

Computer applications related to the work.

Safety practices and procedures, including basic first aid and CPR.

Record keeping practices.

Standard office practices and procedures, including the operation of standard office equipment.

Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Skill in:

Coordinating and scheduling the work of Center staff.

Implementing and conducting lessons as outlined by behavioral therapists.

Maintaining accurate records and files.

Preparing accurate and timely reports.

Using English effectively to communicate in person, over the telephone and in writing.

Organizing own work, setting priorities and meeting critical deadlines.

Maintaining facilities and equipment in a clean, safe and secure manner.

Handling medical emergencies and injuries in a calm and effective manner, including providing basic first aid.

Establishing and maintaining cooperative working relationships with those contacted in the course of work.

Education:

Equivalent to the completion of high school supplemented by course work in early childhood education, child development, elementary or physical education, recreation or a field related to the work.

Experience:

Two years of experience in a group setting working with children with special needs.

License:

Must possess a valid California class C driver's license and a satisfactory driving record.

Physical Demands:

Must possess mobility to work in a standard office and classroom setting, use standard office equipment, including a computer and interact with pre-school children in a structured setting; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

N: 02/03