



# Irvine Unified School District

## PROGRAM SPECIALIST AUTISM/BEHAVIOR

### DEFINITION

Under the direction of the Director of Special Education, the Autism/Behavior Program Specialist has advanced training in the education of individuals with exceptional needs and with specialized knowledge of the programmatic needs of children with autism.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Conduct and/or arrange formal and informal student assessment and participate in the development of students' individual education program (IEP).
- Schedule and serve as administrator for IEP and progress meetings for students receiving extended day programming.
- Hire and train supervisors, tutors and instructional assistants.
- Supervise placement of students in autism programs and/or classes.
- Monitor behavioral needs of students and help develop positive behavioral intervention plans as needed.
- Disseminate information from conferences and trainings to team working with children with autism.
- Provide parent and staff inservices on relevant behavioral and instructional strategies.
- Collaborate with instructional staff, outside agencies, and consultants to provide supervision of school-based and extended day programming.

### QUALIFICATIONS GUIDE

#### Knowledge of:

- Special education law and procedural safeguards.
- IEP Planning process and continuum of program options.
- Principles of behavioral management and curriculum development appropriate for children with autism.
- Team building and group process techniques.

#### Credential and/or Qualifications:

Certification as a teacher of the moderate-to-severe, severely handicapped or Speech and Language Impaired, School Psychologist, or Pupil Personnel Services. Administrative credential or enrollment in an accredited college or university program for this credential.

*OR*

Education equivalent to a Masters degree from an accredited college or university with major course work in special education and/or psychology.

#### Training and Experience:

- Educational experience with students with special needs, especially students with autism.
- Training in early childhood education for the handicapped.
- Special training and/or experiences in behavioral intervention strategies for students with special needs.

#### Personal Qualities:

Appearance, grooming and personality which establish a desirable example for students. Ability to meet District standards for physical and mental health.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel objects, tools, or controls; and talk or hear. stand, walk, sit, talk, and hear. The employee is regularly required to sit and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, in outside weather conditions, in wet or humid conditions and is occasionally exposed to fumes or airborne particles and vibrations.

The noise level in the work environment is usually moderate.

## **COMMENTS**

Weight requirements included moving and lifting students (Preschool 12), moving motor equipment.

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