

- Serves as program coordinator for special education autism programs including program planning, training, implementation and evaluation
- Develop, implement and maintain student data collection and progress monitoring system for students with autism
- Facilitate, assesses, monitors and supervises in home and school-based Applied Behavior Analysis programs
- Assists in assessing students, planning, developing, coordinating and implementing programs and service delivery options to meet the unique needs of students with autism
- Work closely with staff to coordinate, manage, assess needs, and determine student assignment in regards to special education autism programs
- Trains and supervises the performances of assigned classified and certificated staff
- Provides ongoing training to autism support staff and other designated personnel in Applied Behavior Analysis and various methodologies
- Facilitates parent training on information regarding autism and strategies for skill generalization into the home and community
- Oversees the supervision, assignment and scheduling Supervises the assignment and scheduling of aides/tutors for each student and program
- Meets regularly with program and school site staff to ensure program quality and compliance
- Informs staff of current trends/research in Autism Spectrum and Related Disorders
- Supervises the maintenance of a variety of records, logs and files and coordinates data collection to monitor student progress
- Takes necessary steps to ensure District compliance with laws, education codes, rules and regulations
- Monitors budget and program plans for compliance with state and federal regulations

#### **QUALIFICATIONS GUIDE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **KNOWLEDGE OF:**

- Knowledge of effective practices in area of autism and behavior
- Comprehensive knowledge of applicable state and federal laws, regulations, and compliance requirements governing special education programs in California

**EDUCATION:**

A Master's degree from an accredited college or university.

**LICENSES/CREDENTIAL:**

- Valid California teaching or other related Services credential
- California Administrative Services or other related Services credential
- Certification as a teacher of the moderate to severe, severely handicapped or Speech and Language Impaired, School Psychologist, or Pupil Personnel Services
- Possession of a valid California driver's license

**TRAINING AND EXPERIENCE:**

Three years special education experience working with students with autism in a home and/or classroom environment.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to