

## **ASSERT CLASSROOM TECHNICIAN - LANE 2**

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### **Purpose Statement:**

The job of Assert Classroom Technician - Lane 2 is done for the purpose/s of working with autistic students one-on-one; following educational and specific behavioral plans; documenting students' daily activities; and modeling appropriate behaviors and interactions with student and staff.

This job is distinguished from similar jobs by the following characteristics: this assignment requires traveling between site locations to work with a variety of autistic students.

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### **Essential Functions**

- Attends weekly meetings with supervisor for the purpose of discussing student's progress and for training.
- Documents student's daily activities (e.g. behavior, completed assignments, on/off task times, etc.) for the purpose of completing total daily point sheets and student's hourly activities under the direction of the classroom teacher.
- Implements lesson plans, activities and processes in support of IEP goals for the purpose of achieving student success in social and academic goals under the direction of the classroom teacher.
- Models appropriate behavior and interactions with student and staff for the purpose of demonstrating appropriate behavior.
- Monitors student's daily schedule and behavior plan for the purpose of maintaining a safe and positive learning environment.
- Prepares written materials (e.g. data sheets, anecdotal logs, etc.) for the purpose of documenting activities, providing written reference and complying with established guidelines.
- Remains with student at all times for the purpose of providing for the safety of student, removing student when necessary and de-escalating situations outside the classroom.
- Uses appropriate emergency procedures for the purpose of keeping students safe when responding to safety concerns.

### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; preparing and maintaining accurate records; utilizing behavior management tools; and utilizing observed behavior as an assessment tool.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: behavior management and autism.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; communicating with diverse groups; maintaining confidentiality; working as part of a team; and displaying patience and compassion; advocating for students rights; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under some hazardous conditions.

**Experience** Job related experience is required.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Required Testing**

None Specified

**Certificates & Licenses**

Valid Driver's License  
CPR/First Aid Certificate

**Continuing Educ. / Training**

None Specified

**Clearances**

None Specified

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**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**