

Instructional Technician - Autism Team

Purpose Statement

The job of Instructional Technician - Autism Team is done for the purpose/s of working with autistic students one-on-one; following educational and specific behavioral plans; documenting students' daily activities; teaching 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.

This job reports to the SPED Coordinator

Essential Functions

- Attends weekly meetings and trainings with supervisor for the purpose of increasing skills, discussing student's progress, and problem-solving challenges.
- Collaborates with school-based teams for the purpose of improving whole-class and individual management systems.
- Documents student's daily activities (e.g. behavior, completed assignments, on/off task times, etc.) for the purpose of completing daily data sheets.
- Implements lesson plans, activities and processes under the direction of certified personnel in support of IEP and BIP goals for the purpose of achieving student success in social, behavioral, and academic goals.
- Maintains files and/or records for the purpose of documenting activities, providing up-to-date progress and audit trail for compliance.
- Models appropriate behavior and interactions with student and staff for the purpose of demonstrating and teaching appropriate behavior interventions.
- Prepares written materials (e.g. data sheets, anecdotal logs, etc.) for the purpose of directly teaching and data collection in compliance with established guidelines.
- Remains with student when necessary for the purpose of providing for the safety of student, removing student when necessary and de-escalating situations outside the classroom.
- Responds to emergency situations for the purpose of resolving immediate 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 tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies 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 based competencies required to satisfactorily perform the functions of the job include: 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. 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 ability based competencies 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; displaying patience and compassion; advocating for students rights; and working with frequent interruptions. Have the ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; 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 0% sitting, 0% walking, and 0% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is required.

Education Targeted, job related education with study in job-related area.

Equivalency .

Required Testing

Certificates

Valid Driver's License

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Not Rated

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