

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR OF AUTISM SERVICES

BASIC FUNCTION:

Under the direction of an assigned administrator, organize and direct operations and activities involved in the development and implementation of behavior management programs, plans and strategies for identified autistic students according to established methodologies and procedures; coordinate communications, information and personnel to meet student needs and assure smooth and efficient behavior management activities; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct operations and activities involved in the development and implementation of behavior management programs, plans and strategies for identified autistic students according to established methodologies and procedures; assure proper application of Applied Behavior Analysis, Discrete Trial Training and other behavior management methodologies.

Coordinate communications, information and personnel to meet student needs and assure smooth and efficient behavior management activities; travel between the County Office and various school sites to observe behavior management activities, provide technical support and assure student needs are being met; assure proper and timely resolution of related issues and conflicts.

Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; schedule and assign employee activities, and review work to assure compliance with established standards, requirements and procedures.

Provide consultation and technical assistance to faculty, staff, administrators and families concerning behavior management programs, plans and strategies; respond to inquiries and provide detailed and technical information concerning related techniques, methodologies, services, standards, guidelines, practices and procedures; advise staff concerning student behavior and progress.

Research, evaluate and prepare a variety of technical information, data, forms, documents and materials related to assigned student caseload and related behavior management programs, plans and strategies; oversee the establishing and maintenance of student files; take and maintain descriptive case, supervision and meeting notes.

Collaborate with and coordinate communications between staff, administrators, families and outside agencies in assuring smooth and efficient behavior management functions; monitor student progress and adjust behavior management programs, plans and strategies as appropriate; assist administrators with the placement of autistic students in County Office programs and services as requested.

Develop, implement and conduct staff orientations and training sessions concerning behavior management programs, plans and strategies and related standards, guidelines, methodologies, practices and procedures; prepare and deliver oral presentations; provide staff with behavior management demonstrations utilizing modeling and shadowing techniques.

Coordinate activities to assure the physical, emotional and therapeutic needs of autistic students are met; assure students are receiving appropriate personal care in areas such as feeding, toileting and dressing; assure proper administration of behavior management drills such as prompts, discriminative stimuli, consequences and pacing.

Attend Individualized Education Plan (IEP) meeting and assist in the development and implementation of IEP goals and objectives as appropriate.

Compile information and data, maintain records and logs, and prepare detailed and concise reports related to autistic students, behavior management programs, IEP's, personnel, communications, meetings, injuries and assigned activities.

Monitor behavior management services and activities to assure compliance with applicable laws, codes, regulations, policies and procedures; assure behavior management functions are aligned with established curriculum standards and IEP goals and objectives.

Communicate with personnel, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; utilize various cameras and audio-visual equipment; drive a vehicle to conduct work.

Attend and conduct various meetings as assigned; attend and participate in various training sessions and workshops as directed.

OTHER DUTIES:

Participate in a variety of other assigned activities such as videotaping behavior management sessions and preparing Workers' Compensation reports, investigations and recommendations.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of operations and activities involved in the development and implementation of behavior management programs, plans and strategies for autistic students.

Applied Behavior Analysis, Discrete Trial Training and other applicable research-based behavior management methodologies.

Behavior management theories, principles, techniques, terminology, documentation requirements and curriculum standards related to autism.

Individual and group treatment techniques related to behavior management for autistic children.

Local, State and federal standards and requirements governing behavior management programs.

Problems and concerns of students with special needs.

Policies and objectives of assigned programs and activities.

Applicable laws, codes, regulations, policies and procedures.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report writing techniques.

Operation of a computer and assigned software.

Public speaking techniques.

ABILITY TO:

Organize and direct operations and activities involved in the development and implementation of behavior management programs, plans and strategies for identified autistic students.

Coordinate communications, information and personnel to meet student needs and assure smooth and efficient behavior management activities.

Train and evaluate the performance of assigned personnel.

Assure proper application of Applied Behavior Analysis, Discrete Trial Training and other behavior management methodologies.

Provide technical training, consultation and assistance to faculty, staff, administrators and families concerning behavior management programs, plans and strategies.

Research, evaluate and prepare a variety of technical information, data, forms, documents and materials related to behavior management programs, plans and strategies.

Conduct staff orientations and training sessions concerning behavior management.

Assure proper and timely resolution of behavior management issues and conflicts.

Interpret, apply and explain applicable laws, codes, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare and deliver oral presentations.

Maintain records and prepare detailed and concise reports.

Operate a variety of office equipment including a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in psychology, sociology or related field and two years increasingly responsible experience involving the development and implementation of behavior management programs, plans and strategies for autistic children.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Incumbents must obtain a valid First Aid and CPR certification issued by an authorized agency within one year of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials and observe students.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Physical agility to lift 20 lbs to shoulder height.

Lifting, carrying, pushing or pulling moderately heavy objects.

HAZARDS:

Contact with dissatisfied and abusive individuals and aggressive student behavior.

Grade Allocation: 29	Accountability of time: Director of Dept/Division
Adopted: 7/1/04	Tasks assigned by: Director of Dept/Division
Revised:	Evaluated by: Director of Dept/Division
	Hiring authority: Director of Dept/Division