

**Job Title:** Instructional Autism Specialist

**Wage/Hour Status:** Exempt

**Reports to:** Director

**Pay Grade:** TBA

**Dept/School:** Special Education Instructional

**Date Revised:** April 20, 2023

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**Primary Purpose**

Assist children with autism in transferring learned skills between the home, the school, and the community as well as providing parents with training techniques to support their child's unique needs.

**Qualifications**

**Education/Certification**

Bachelor's Degree in Special Education

Valid Texas Teacher Certification

Treatment and Education of Autistic and Related Communication Handicapped Children Certification (TEACCH)

**Special Knowledge/Skills**

- Ability to work with children with disabilities
- Knowledge of instructional strategies supporting students with autism in all generalization of skills, between school and home.
- Strong organizational, communication, public relations, and interpersonal skills

**Experience**

Three (3) years experience working in Special Education with students with Autism

**Major Responsibilities and Duties**

1. Assume responsibility for development of Individual Education Plan (IEP) and implementation of services specified in IEP related to In-Home training.
2. Work with related services personnel to develop appropriate goals and objectives for IEP development.
3. Implement and maintain appropriate training programs within the home and school environment.
4. Assume responsibility for appropriate record keeping of instructional technique.
5. Ensure that appropriate staff are informed of the progress of each student.
6. Assist in curriculum and IEP writing regarding autism and related disorders.
7. Review research and other findings related to autism and related disorders.
8. Facilitate the transition of children with autism to public school services.
9. Participate in professional development activities related to instruction of children with disabilities.
10. Participate in professional development activities which lead to expertise in the area of autism.
11. Provide professional development to campuses and staff in the area of autism.
12. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress; occasional prolonged and irregular hours; district-wide and state travel. Must be available to work flexible hours and evenings, Monday through Friday

**Terms of Employment**

203 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.