



Job Description Autism/Behavior Programming Coordinator

Employment Status: Full-Time

FLSA Status: Exempt

Calendar: 205 Days

Experience Required: Three (3) years recent experience with learners who have autism spectrum disorders and their families with experience in developing positive behavior support plans, visual supports, and programs to enhance communication skills.

Minimum Education Requirements: Master's degree in related field.

Department: Central Office Administration.

Direct Supervisor: Superintendent.

Primary Work Location: Office setting.

Certification: Current Missouri Teaching Certificate in Special Education. Board Certified Behavior Analyst credentials preferred.

Job Summary: Provides diagnostic, instructional and consultative services for children with autism spectrum disorders and significant behavioral difficulties; provides consultative services for school personnel regarding the programming needs of children with autism and significant behavioral difficulties; operates as a part of the Individualized Education Program (IEP) team.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Identify the behavioral, communication, social, vocational, life skill, and academic needs of the students with Autism Spectrum Disorders and significant behavioral difficulties.
- Assist in planning and implementing the development of data based social and behavioral programs.
- Train teachers and paraprofessionals to carry out data based social and behavioral programs.
- Participate in evaluations and reevaluations of students suspected of or having disabilities in the areas of Autism, Emotional Disturbance, or Other Health Impairment.
- Evaluate the IEPs for compliance and appropriateness within the areas of academic, behavior, social skills services, and supports (Goals, Services, BIPs).
- Attend IEP meetings and evaluations.
- Communicate with the parents and other stakeholders regarding progress.
- Provide in-service training regarding the characteristics and best practice for students with Autism Spectrum Disorders.
- Provide on-going support to school staff as they provide services and support to students.
- Serve as a Crisis Prevention and Intervention (CPI) district trainer.
- Support behavioral learning by leading de-escalation and Positive Behavior Intervention and Support professional development to staff.
- Individualize educational recommendations through onsite delivery for students age 3 to 21.
- Demonstrate teaching specialized strategies through in-services and workshops to school personnel, parents, students, peers, and community representatives.



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- Assist district personnel in procuring specialized instructional and diagnostic materials and/or adapting available materials and equipment.
- Facilitate interagency collaboration including outside mental health and medical services.
- Facilitate re-integration of students into district educational settings previously receiving services in outside private placements.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Applied behavior analysis and its practical application to everyday programs and interventions.
- Current research, best practices and effective methodologies in the field of autism spectrum disorders and behavior.
- Special education compliance standards and indicators, including eligibility criteria for all disability categories.

Skills

- Strong written and oral communications and relational skills.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.
- Teaching social interaction and play skills.

Abilities

- Working with teachers, administrators, and other school staff as a collaborator.
- Developing, implementing, and monitoring, on-going behavior change programs.
- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- Lift up to 25 pounds.
- Effectively welcome and embrace differences among employees and citizens.
- Must be able to successfully complete a background investigation.
- Must be able to work a flexible schedule as needed.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date