



PERSONNEL COMMISSION

Class Code: 5046
Salary Range: 38 (S1)

SUPERVISOR – AUTISM SERVICES

JOB SUMMARY

Under general direction, participate in planning, developing, coordinating and implementing programs and service delivery options to meet the needs of students diagnosed with Autism; assure compliance with applicable laws, codes, rules and regulations; train and supervise the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Participate in planning, developing, coordinating and implementing programs and service delivery options to meet the needs of students diagnosed with Autism; assure compliance with applicable laws, codes, rules and regulations. **E**
- Participate in the development and implementation of transition programs to move students from in-home Applied Behavioral Analysis (ABA) programs to school-based services. **E**
- Train and supervise the performance of assigned classified program staff; recommend transfers, reassignment, termination and disciplinary actions; plan and conduct in-service trainings as assigned. **E**
- Assist in planning, organizing and implementing long and short-term programs and activities designed to develop assigned programs and services; consult with administrators, teachers, parents and other staff concerning the needs and programs for students with Autism. **E**
- Collaborate with preschool assessment teams in conducting on site behavioral evaluations as components of transdisciplinary assessments for preschool students. **E**
- Participate in Individual Education Program (IEP) team meetings for students requiring behavioral intervention; provide input and recommendations to the IEP team related to ABA services; monitor the IEP process to assure compliance with applicable laws, codes, rules and regulations. **E**
- Provide technical expertise, information and assistance to management and classified staff regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise management of unusual trends or problems and recommend appropriate corrective action. **E**
- Prepare a variety of narrative and statistical reports, records and files related to assigned activities and personnel; maintain confidentiality of sensitive and privileged information; review daily data and student case records. **E**

- Implement procedures, coordinate reviews and monitor reporting forms and reports to assure compliance with applicable laws, codes, rules and regulations. ***E***
- Provide consultation related to Autism services as requested to school psychologists, teachers and parents through an established referral system; drive a vehicle to conduct home, classroom and community visits as necessary. ***E***
- Confer with special education classroom teachers to coordinate appropriate teaching materials and classroom environments for students diagnosed with Autism. ***E***
- Operate a variety of office equipment including a computer and assigned software. ***E***
- Attend a variety of meetings, workshops and conferences related to assigned activities; prepare and deliver oral presentations as requested. ***E***

Note: At the end of some of the duty statements there is an italicized “E” which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

An Autism Services Supervisor will assist in planning, developing, coordinating and implementing the District’s Autism programs and related services. Incumbents in this classification will directly supervise the work and performance of classified staff involved in providing these services and will assist in coordinating program efforts and activities with teachers. This classification reports to the Coordinator - Autism Services who is directly responsible for planning, developing, coordinating and implementing the District’s Autism programs. An incumbent in the Supervisor – Autism Services classification is directly responsible for supervising the work and performance of classified staff providing autism services to students and families.

EMPLOYMENT STANDARDS

Knowledge of:

- Policies and objectives of assigned program and activities.
- Special needs and requirements of students with autism.
- Child guidance principles and practices related to children with special education and autistic needs.
- Applied Behavior Analysis methods.
- Report preparation techniques.
- Principles and practices of supervision and training.
- Applicable laws, codes, rules and regulations.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.

Ability to:

Plan, develop, coordinate and implement programs and service delivery options to meet the needs of students diagnosed with Autism.

Provide leadership and direction to Autism programs and activities.

Train and supervise the performance of assigned classified staff.

Interpret, apply, explain and maintain current knowledge of applicable laws, codes, rules and regulations related to assigned activities.

Communicate effectively both orally and in writing.

Understand and work within scope of authority.

Plan and organize work.

Work independently with little direction.

Prepare comprehensive narrative and statistical reports.

Education and Training:

Bachelor's degree in Applied Behavioral Analysis, psychology, special education or a closely related field. A Master's degree in one of these fields is desirable.

Experience:

Two years of experience working with students with autism in a home or classroom environment including demonstrated experience implementing Applied Behavioral Analysis programs. Experience serving in a lead or supervisory capacity is desirable.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this classification require the use of a personal automobile, the possession of a valid California Class C Driver's license and proof of current and appropriate auto insurance coverage at the time of appointment.

WORKING ENVIRONMENT

Office environment, student homes, classrooms and various community sites.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.
Seeing to read a variety of materials.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

8/14/03

Revised: 2/12/2004