

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ESE AUTISTIC AIDE

SALARY SCHEDULE: SSP-4

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- (1) High School diploma or equivalent.
- (2) At time of hire, must register and complete forty (40) hours of training/workshops in the area of autism and/or related disorders. Valid ASD certification required by the end of probationary period.
- (3) [Experience in working with students with autism]. Willingness to work with exceptional student education students.
- (4) Must be able to communicate effectively.
- (5) May require typing and computer expertise.
- (6) Ability to implement academic and behavioral interventions designed specifically for autistic students.
- (7) Associate of Art's / Associate of Science Degree or sixty (60) hour equivalent from an accredited educational institution or passing score on the Para Pro Assessment Test.

KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge and understanding of children with Autism and related disorders. Knowledge of general computer use. Ability to follow directions. Ability to work independently.

REPORTS TO:

Principal or Designee

JOB GOAL

To perform routine tasks independently, such as academic and behavioral instruction, as assigned under the direction of a certified staff member.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist in the supervision of students as assigned.
- * (2) Participate in workshops and training sessions related to autism and behavior management, including CPI and TEAM training.

ESE AUTISTIC AIDE (Continued)

- * (3) Perform clerical duties such as copying, filing, recording, and data collection as assigned.
- * (4) Assist in creating and maintaining a safe learning environment
- * (5) Implement individualized classroom activities as directed.
- * (6) Assist staff members with behavioral management.
- * (7) Assist with the development of instructional materials.
- * (8) Assist with the preparation of accurate records and reports.
- * (9) Assist with assessing student progress.
- *(10) Communicate effectively with staff and parents.
- *(11) Use specialized equipment as required.
- *(12) Intervene, when appropriate, to situations concerning discipline of students.
- *(13) Demonstrate initiative in the performance of assigned responsibilities.
- *(14) Provide for a safe and secure workplace.
- *(15) Model and maintain high ethical standards.
- *(16) Follow attendance, punctuality and proper dress rules.
- *(17) Maintain confidentiality regarding school matters.
- *(18) Maintain positive relationships with staff and families.
- *(19) Keep supervisor informed of potential problems or unusual events. Monitor and report inappropriate student actions.
- *(20) Respond to inquiries and concerns in a timely manner.
- *(21) Follow all School Board policies, rules and regulations.
- *(22) Exhibit interpersonal skills to work as an effective team member.
- *(23) Demonstrate support for the School District and its goals and priorities.
- (24) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

Ability to implement appropriate behavioral interventions consistent with CPI and TEAM procedures.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 04

*Essential Performance Responsibilities