

Cape Girardeau Public School District No. 63
Job Description

Job Title: Autism Coach

Terms of Employment: 9 month contract; 183 days

FLSA Status: Exempt

Reports to: Director, Special Services

Brief Description of Position:

The Autism Coach is responsible for creating a classroom environment favorable to learning and personal growth of every student; establishing effective rapport with students; motivating students to develop skills, attitudes and knowledge needed to provide a good foundation for becoming a responsible citizen in accordance with each pupil's ability; and to establish good relationships with parents and with other staff members.

Required Qualifications:

- Special Education certification and autism training
- Valid Missouri teacher certificate
- A minimum of two (2) years of successful experience working with children who have autism and other developmental disabilities in a school setting
- The ability to provide physical management to students with behavior or self-care needs is required.
- Effective oral and written communication skills.
- Skills in human relations, leadership and conflict management.
- Demonstrate the ability to work with diverse and multi-cultural populations
- Knowledgeable of teaching techniques that meet the diverse needs of students
- Demonstrate skills in computer word processing, spreadsheets and data bases

Essential Duties and Responsibilities:

- Instructs students in a program of study which meets stated objectives and provides transfer of knowledge.
- Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of Cape Girardeau Public Schools.
- Develops lesson plans and instructional materials, provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.
- Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
- Guides the learning process toward achievement of all IEP's and in harmony with the goals, establish clear objectives for the students.
- Serves as liaison between classroom and specialty areas.

- Evaluates academic and social growth of students, prepares report cards, keeps appropriate records to include attendance reports, checklists, census forms, and other recordkeeping activities as necessary.
- Assesses the accomplishments of students on a regular basis, seeking the assistance of specialists as required to provide accurate and objective statements relevant to student progress in a timely manner.
- Communicates regularly with parents or guardians through conferences and other means to discuss student progress.
- Supervises and monitors student movement and escorts students to resources, bathrooms, buses, cafeteria, room changes and other activities in the building.
- Serves as a member of a multidisciplinary team as appropriate.
- Administers standardized testing in accordance with division testing practices.
- Models nondiscriminatory practices in all activities.

Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between locations will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Subjected to odors, mists, dust, plant parts and poor ventilation.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____

Human Resource Coordinator

Revised: August 2013