

MCDOWELL COUNTY SCHOOLS

Job Description

POSITION: Autism Mentor

REPORTS TO: Site Principal

DEPARTMENT: Service

FLSA STATUS: Non-Exempt

EMPLOYMENT TERM: 200 days

COMPENSATION: Pursuant to WV Code §18A-4-8a, commensurate with experience and education level

EVALUATION: Performance in this position will be evaluated annually by the principal or his designee in accordance with McDowell County BOE's Guide to Performance Evaluation for Service Personnel and WV State Code.

JOB SUMMARY: Under the direction of the site administrator and/or applicable teacher performs supportive instructional and clerical duties, and other related assignments as required.

Autism Aide - Personnel referred to in the Aide III classification are those selected and trained for teacher-aide classifications such as monitor aide, clerical aide or general aide, and who hold a high school diploma or a general educational certificate, and have completed six semester hours of college credit at an institution of higher education or are employed as an aide in a special education program and have one year's experience as an aide in special education.

General Aide:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform clerical and related duties that support instructional programs such as duplicating classroom materials
- Assist in small group pupil instruction, at teachers' request
- Operate standard school equipment such as laminator, copier, audiovisual, etc.
- Escort children to and from various rooms
- Work with students, both in-group settings or individually, for the purpose of assisting with specific instructional tasks

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- Assist teachers in handling and updating confidential student information
- Be under the teacher's supervision, implement instructional programs for the purpose of meeting student's goals and objectives
- Administer tests to students for the purpose of assessing progress towards meeting educational objectives
- Prepare classroom and instructional materials for the purpose of ensuring that the learning environment is ready for students
- Adapt classroom work under the direction of the teacher for the purpose of providing a method to support and/or reinforce lesson plans
- Assist in training newly hired instructional aides to ensure consistent and uninterrupted services to students
- Advise students regarding personal hygiene and assists students with self-help skills involving grooming, toileting, and personal hygiene
- Monitor activities of students both inside and outside of the classroom for the purpose of providing a safe and positive learning environment
- Discuss rules and consequences of inappropriate actions with students; assist teacher with discipline
- Learn and use District supported word processing and spreadsheet applications
- Maintain awareness of physical and emotional changes in students and reports concerns to teacher as appropriate
- Perform clerical and related duties that support instruction programs, such as copying materials for the classroom
- Operate standard school equipment such the laminator, copier, audiovisual, etc.
- Meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy
- Participate in pre-service and in-service training
- Assist regular and special education teachers in the classroom involving such activities as:
 - Lifting students;
 - Feeding students;
 - Toileting duties;
 - Personal care of students; and
 - Assist with mobility of those students in need
- Respect the confidentiality of information associated with schools/students/parent.
- Maintain cooperative working relationships and exhibits professional behavior with principal, supervising teacher(s), students, parents, general staff, and the public
- Perform specific transportation duties as assigned
- Assist any teacher or program as assigned by principal
- Provide tutoring services for students
- Help prepare bulletin boards and student materials
- Provide general supervision of children during play, rest, breakfast or lunch time
- Care for emergencies – telephone calls, injuries, escorting a child to the office
- Disinfect room as required by program

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- Assist teacher in general clean-up and arranging of room
- effective July 1, 2003, demonstrates competency in the knowledge and implementation of technology standards as per WV Code §126-142-23

QUALIFICATION REQUIREMENTS AND SKILLS:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Hold a valid First Aide/CPR Card when need to meet student health needs
- A tuberculin skin test upon hire as per WV Code §16-3D-3; and
- Criminal history check of new applicants for licensure as per WV Code §18A-3-10.

EDUCATION AND/OR EXPERIENCE:

- Pass state competency test for aide as per WV §18A-4-8e
- Possess high school graduate or equivalent or be enrolled in a GED program (employment contingent upon continued enrollment or successful completion of GED program) as per WV Code §18A-2-5
- Meet the Autism Mentor Standards See below

The Autism Mentor standards include:

- 1. Meet the qualifications of “Aide III” as delineated in WV Code 18A-4-8.**
- 2. Successful completion of a staff development program related to autism as determined by the WV Department of Education.** To become an Autism Mentor, an aide must earn, at a minimum, 15 points for participation in 30 hours of relevant staff development, which must include an overview of autism and positive behavior support strategies, documentation of the individual’s number of earned points must be on file in the Office of Special Education at the Department. The Office of Special Education reviews documentation submitted by the individual who wants to become an Autism Mentor and issues a letter to the individual and the county personnel director regarding the number of staff development points the individual has earned.
- 3. Two years of successful experience working with autistic students.**
- 4. Physical ability and stamina necessary to complete all job tasks, including tasks related to ensuring student safety.**

LANGUAGE SKILLS:

- Ability to read and comprehend simple instructions, short correspondence, and memos
- Ability to write simple correspondence
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

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Ability to compute rate, ratio, and percent, draw and interpret bar graphs

REASONING AND OTHER SKILLS/ABILITIES:

- Ability to perform duties in full compliance with state and county requirements and MCBOE policies
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions

OTHER SKILLS AND ABILITIES:

- Ability to develop effective working relationships with students, staff and the school community
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to perform duties with awareness of all district requirements

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is occasionally required to stand; walk, climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds. The employee must be able to push items of 50 lbs., such as pushing children on a bike or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud at a standard acceptable level for this environment. The employee is continuously responsible for the safety, well-being and work output of students.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

The McDowell County Board of Education does not discriminate on the basis of age, sex, race, color, religion, handicapping (or disabling) condition, marital status, or national origin in employment in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator or Diana Nash, Section 504 Coordinator, McDowell County Board of Education, 30 Central Avenue, Welch, WV 24801, Phone 304-436-8441 or to the West Virginia Department of Education's Director of the Office of Civil Rights.

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