

Monongalia County Schools

JOB DESCRIPTION

TITLE: Autism Mentor

DEFINITION:

Personnel employed to work with students with autism who meet the standards established by the West Virginia Board of Education

QUALIFICATIONS:

1. Meet the qualification of "Aide III" as stated in West Virginia Code § 18A-4-8;
2. Successfully complete the staff development program for autism mentors as determined by the West Virginia Department of Education;
3. Successfully complete Safety Care Training;
4. Complete two years of successful experience working with students with autism;
5. Demonstrate the physical and emotional ability and stamina necessary to complete all job tasks, including those tasks related to student safety;
6. Demonstrate the ability to remain and respond calmly and objectively to a variety of situations.

REPORTS TO: Building Administrator

JOB GOALS: To provide for the needs of identified students with autism and other special education students and to provide them with the physical assistance and emotional support they need to gain the full benefit from school. To assist in providing a well organized and smoothly functioning classroom environment.

CONTRACT TERM: 200 days. Salary will be established by the Monongalia County Board of Education on an annual basis.

EVALUATION: Job performance will be evaluated in accordance with the Monongalia County Board of Education Staff Evaluation Policy.

ESSENTIAL JOB FUNCTIONS:

In addition to the Essential Job Functions, Qualifications, Physical Demands, and Work Environment contained in the Aide job description, the following are applicable to the autism mentor position:

1. Administer medication to students in accordance with West Virginia Code § 15-5-22 and Monongalia County Board of Education Policies.
2. Perform specialized health care procedures, when needed, which may include suctioning, nasogastric tube feeding, gastrostomy tube feeding, catheterization, and assistance with toileting and personal care of other procedures.
3. Lift a minimum of 60 pounds vertically.
4. Work with adaptive equipment, prosthetic devices, and augmentative communication devices; as well as maintaining and protecting equipment.

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5. Collaborate with service providers on providing and/or implementing accommodations.
6. Participate in and implement specialized training, including CPR, First Aide, Safety Care, etc.
7. Work with students who may exhibit developmental delays, orthopedic impairment, and/or are medically fragile.
8. Follow health care plans, behavior plans, and IEPs.
9. Work in a team teach setting under the supervision of professional educators.
10. Participate in appropriate intervention techniques, appropriate positioning, appropriate lifting and handling techniques designed by the IEP team and related services providers.
11. Implement social, tangible, and other contingency environmental stimuli to manage behavior and bring about behavior changes.
12. Maintain a high level of ethical behavior and confidentiality of information about students.
13. Assist in maintaining student progress records.
14. Work with students who may exhibit the following:
 - a. Significant behavior challenges,
 - b. Uneven patterns of intellectual functioning,
 - c. Difficulty in understanding and expressing emotions,
 - d. Inability to relate appropriately to people, events and objects, communication, and social behavior,
 - e. No fear or understanding of danger to self or others,
 - f. Difficulty generalizing, following directions, sequencing, and staying on task outside of their area of interest,
 - g. Resist change in routines,
 - h. Nonverbal or delayed in language, speech, or meaningful communication,
 - i. Required assistance with daily living needs, including toileting, special skills for feeding, assistance in mobility, etc.
 - j. Low levels of cognitive functioning and problem solving,
 - k. Need for academic assistance in specific educational programs.
15. Participate in staff development training for the purpose of enhancing skills.
16. Other duties as assigned by administration.

NON-ESSENTIAL JOB FUNCTIONS:

1. Maintain positive work habits.
2. Perform duties efficiently and productively.
3. Maintain and upgrade skills.
4. Maintain positive public and employee relations.
5. Attend state and local meetings concerning instruction.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

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WORK ENVIRONMENT: The work environment described here is 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.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, outside weather conditions, and a variance of cold and heat.

JOB DESCRIPTION REVIEW: This job description will be reviewed annually.

All job descriptions will contain the information and facts considered to be essential to describing and evaluating job performance fairly and equitably. They should not be construed as detailed statements of all of the work required to be performed.