

TITLE: Autism Mentor

QUALIFICATIONS:

- A. High school diploma or equivalent.
- B. Passage of WV Competency Test for "Aide"
- C. Complete required Autism Mentor training as required by the WVDE.
- D. Must be able to lift and carry up to 50 pounds and push/pull 50 pounds at a time.
- E. Must be able to vertically lift 100 pounds for special education and transportation portions.
- F. CPR and Safety Care Training

REPORTS TO: Principal/Director of Special Education

SUPERVISORY
RESPONSIBILITIES: None

JOB RESPONSIBILITIES:

1. Work with students who have identified behavior difficulties.
2. Provide students with individual attention.
3. Set up and operate equipment for instruction.
4. Provide individual or small group instruction under the supervision of a teacher.
5. Assist with helping students to and from the bus.
6. Assist identified students in transit to and from the school and residence.
7. Provide library, art, music, and physical education assistance to students.
8. Remain aware and alert of medication administered to students.
9. Assist in lifting, feeding, toileting, and changing clothes of special needs students.
10. Assist and supervise special needs students in a classroom setting.
11. Modify materials and instructional activities, as per IEP and teacher requests for special needs students.
12. Secure students in car seats, seat belts, harness, etc. while students are being transported.
13. Practice good safety habits and know basic first aid.
14. Maintain familiarity with personnel policies and procedures.
15. Maintain a high level of ethical behavior and confidentiality of student information.
16. Maintain a neat and orderly environment that is safe for students and conducive to learning at all times.
17. Assist the teacher in the supervision of children in the classroom and to various locations in the school.
18. Read to students and participate in other forms of oral communication with students.
19. Collect behavior data on individualized students.
20. Assist with emergency management and evacuation procedures.
21. Attend first aid classes as required to maintain certification.
22. Implement established rules, instructions, preventive discipline, and other environmental stimuli to bring about significant changes to student functioning
23. Assist with maintaining a structured learning environment through appropriate organization of time, space arrangement and material organization.
24. Cooperate with the principal and classroom teacher in a way necessary to enhance the overall learning situation.

PERFORMANCE
STANDARDS:

1. Demonstration of appropriate work habits.
 - A. Observation of work hours
 - B. Regular attendance
 - C. Compliance with policies/procedures
 - D. Observance of good safety practices
 - E. Meeting of schedules in a reasonable fashion
 - F. Acceptance of change
 - G. General appearance of work area
 - H. Demonstration of initiative with regard to job assignment
 - I. Maintenance of Confidentiality
 - J. Appropriate relationships with fellow employees
 - K. Appropriate appearance and dress for assigned responsibilities
2. Demonstration of appropriate job performance skills .
 - A. Work judgments (organization and coordination of assigned duties)
 - B. Quality of work
 - C. Ability to follow instructions correctly
 - D. Acceptance of responsibility
 - E. Efficiency under stress
 - F. Operation and care of equipment
3. Maintenance of skills by the participation in staff development training programs.

TERMS OF EMPLOYMENT: 200 days. Salary and work years to be established by the RCBOE

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the board's evaluation policy (4220).