CABELL COUNTY PUBLIC SCHOOLS
JOB DESCRIPTION

Position Title: AUTISM MENTOR/ITINERANT

Reports To: The building administrator and serves under the joint supervision of the building administrator, teacher and program supervisor. **Itinerant Aides, with proper notice may be moved to another setting to provide appropriate educational services.**

Job Goal: To facilitate special education student's integration into all regular education classes by managing and manipulating the student's behavior management system and by working in concert with the student's regular classroom teachers and all support service personnel working with student.

Qualifications: **In addition to those duties listed for general special education aide the following qualifications apply:**

1. Must meet WV Department of Education mandated standards for Autism Mentor as defined in Policy 5314:01.
2. One or more years of experience working directly with autistic individual are preferred.
3. Must know and understand the implications of the characteristics of autism, and special knowledge of high functioning autistic individuals.
4. Must demonstrate knowledge of behavior management skills and how they are employed in a school setting.
5. Must have documented previous experience working effectively in concert with a variety of professionals in an educational setting.
6. Must have history of satisfactory employment as related to attendance, punctuality and ability to work with others.
7. Must be self-directed individual.

Duties: **The aide will support and facilitate the student's program in the following ways:**

1. Will carry out all behavior management plans as instructed by the student's professional team.
2. Will maintain confidential records relating to all behavior management and social skills programs that are in effect throughout the school day.
3. Will assist and direct student during transition periods including lunch and recess, between class periods and also during times of unanticipated changes in daily routine.
4. Will have daily contact with the student's social skills group, assisting with group activities as directed by the social skills trainer for the purpose of supporting social skills development.
5. Adaptation of any academic assignments as designated by the regular classroom teachers or professional team.
6. Reinforce social skills throughout the school day, facilitating opportunities for interaction with peers.
7. Observe playground, lunchroom and hall social situations to provide feedback for social skills instruction.
8. Assist student in monitoring his behavior/
9. Assist student with classroom organizational skills; locker, homework assignment, etc., as deemed appropriate.
10. Involve the student in problem-solving situations within the school environment.
11. Assist and monitor student during large group activities such as assemblies, school trips, etc.
12. Communication with teachers, parents and all support staff on a regular basis.
13. Monitor and assist student during any crisis situations.
14. Assist regular classroom teachers, as they deem appropriate.
15. Any and all duties deemed necessary by the student's professional team.