

**BERRYESSA UNION SCHOOL DISTRICT  
POSITION DESCRIPTION**

**JOB TITLE:**                    **Program Specialist Autism**

**Job Purpose Statement/s: Under general supervision, assists with administration and support of special education autism program activities of the district.**

**Essential Job Functions:**

- Serve as program coordinator for special education autism programs including program planning, training, implementation and evaluation.
- Develop, implement and maintain student data collection and progress monitoring system for students with autism.
- Lead special education team meetings.
- Act as liaison with non-public schools, county-operated programs, and other school districts to determine student placement in special education autism programs.
- Plan and implement staff development and parent education relating to special education autism programs.
- Support all staff with technical assistance for special education autism programs.
- Confer and communicate with teachers and parents regarding the effectiveness of special education autism programs.
- Work closely with staff to coordinate, manage, assess needs, and determine student assignment in regards to special education autism programs.
- Implement, supervise and evaluate programmatic autism services to eligible students and their families.
- Coordinate, implement, supervise and evaluate the development of special education autism programs.
- Compile special education program information into reports for parent groups and other audiences.
- Serve as a resource for information regarding laws, regulations, and procedures related to special education programs.
- Act as liaison with the U.S. Department of Education, California Department of Education and County Office of Education for issues related to special education programs supervised.
- Compile requested data into reports required by special education programs.

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**Other Job Functions:**

- Serve on committees or task forces relevant to special education.
- Research materials and latest studies relevant to special education.
- Prepare and submit reports.
- Perform other related duties as assigned.

**Job Requirements - Qualifications:**

**Education and Experience Requirements:**

- Master's degree preferred.
- Experience in working with children (ages 4-14) preferred.
- First Aid and Cardiopulmonary Resuscitation Certificates preferred.
- Experience in designing accommodations and modifications for students with autism; analysis of assessment results.
- Experience in monitoring student behaviors and progress.
- A minimum of three years of experience in special education autism programs preferred.

**Skills, Knowledge, Abilities and/or Physical Requirements:**

- Skills to operate standard office equipment including use of computer applications to enhance essential job functions; communicate clearly and effectively; perform basic clerical functions and arithmetic calculations; use English in both written and verbal form; use correct spelling, grammar and punctuation.
- Knowledge of State and Federal laws and regulations governing special education; school systems and programs, including budgeting systems and purchasing processes; relationships between sites and districts, and between districts and state; mediation and conflict resolution techniques; team building and group process; strategies and methodologies applied in educational settings; principles and techniques of individualized instruction and behavioral management; current trends in education methods for students with exceptional needs; ABA (Applied Behavior Analysis), TEACCH, Natural Play Therapy, floor time, and other methodologies.
- Abilities to maintain confidentiality and handle sensitive information with discretion; work within a changing and demanding environment with unpredictable resources; make effective

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decisions and take independent action; prioritize workload and conflicting demands; schedule work; demonstrate organizational, time management, analytical and problem solving skills; establish and maintain working relationships with staff, subordinates, and administrators; sit for prolonged periods; work with constant interruptions; understand and carry out oral and written instructions; maintain confidentiality of student records; meet schedules and deadlines; read/interpret/apply rules, regulations, policies; learn about method and materials used in a variety of instructional situations; interact positively with persons of different age groups and cultural backgrounds. Significant physical abilities include reaching/handling, talking/hearing conversations, near/far visual acuity.

**Licenses, Certifications, Bonding, and/or Testing Requirements:**

- Valid California special education credential or clinical services credential, or health services credential, or a school psychologist authorization; advanced training and related experience in the education of individuals with exceptional needs and a specialized in-depth knowledge in preschool disabilities, career vocational development, or one or more areas of major disabling conditions.
- Certification as a Behavior Analyst (BCBA) preferred.
- Criminal Justice Fingerprint Clearance.
- Valid California Drivers License.
- Tuberculin Clearance.

**Reports to:**                           Director of Special Education and/or other designated administrator/coordinator

**Work Year:**                           194 days

**Salary Placement:**               Teachers Salary Schedule

**Evaluation:**                       Performance of this job will be evaluated in accordance with provisions of the Board’s Policy on Evaluation of the Certificated Personnel and the CTAB Contract.

Board Approved:     November 13, 2007