



**SJCOE**  
EDUCATE • INNOVATE • INSPIRE

## Job Description

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<b>POSITION TITLE:</b>	<b>Coordinator IV Autism Consultant Special Education</b>	<b>#6030</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule Range 14</b>	

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**MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Master's Degree in Applied Behavior Analysis or related field along with BCBA.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Five years of experience using discrete trial methodology, program evaluation and data collection. Possess a California Teaching Credential-Special Education, Pupil Personnel Services or related. Knowledge of Positive Behavior Intervention guidelines, functional analysis procedures, and certified as a Behavior Intervention Case Manager. Knowledge and experience of currently accepted educational methodology for students with autism. Previous work experience providing staff development training to classroom personnel.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

**CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of developmental disabilities and handicapping conditions. Knowledge of typical and atypical child development. Knowledge of education laws, codes and regulations. Knowledge of laws regarding child abuse reporting. Ability to work effectively with students, parents, a wide variety of professionals, and various community and educational agencies. Generate Microsoft word documents, Excel reports, and Power Point presentations. Knowledge of current methods and techniques of applied behavior analysis, discrete trial training; ability to communicate effectively verbally and in writing with students, staff, parents, and agency personnel; analyze program needs, analyze student performance, design appropriate individual behavior programs, and monitor student progress; coordinate work of instructional assistants, support personnel; work effectively as a team member. Ability to develop and support student transitions into new educational placements.

**DISTINGUISHING CHARACTERISTICS:**

The Coordinator series represents advanced management positions and has four levels.

**SUMMARY OF POSITION:**

Under the direction of Special Education Program Director II, will act as a consultant to Behavior Intervention Specialists/Teachers and students in special day classes for students with autism; participate as a member of the educational team to design and supervise implementation of classroom programs for students with autism using discrete trial methodology; provide training to classroom staff and support personnel; support students through

transition into new education placements; maintain appropriate documentation, records, and reports. Does other related work as required.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and time lines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Provide staff development training in discrete trial methodology.
14. Contribute to the development of printed materials including newsletters, flyers, and brochures.
15. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.