

**HILLSBORO SCHOOL DISTRICT 1 J**  
**JOB DESCRIPTION**  
**Education Facilitator – Autism Spectrum Disorder (ASD) Specialist**

**IMMEDIATE SUPERVISOR:** Student Services Director

**GENERAL DUTIES**

Provide support for classroom teachers and assistants working with special education students with Autism Spectrum Disorder (ASD). Conduct evaluations to determine eligibility in the area of ASD.

**ESSENTIAL REQUIREMENTS**

- A. Master's Degree in Special Education or equivalent experience and training
- B. A valid Oregon Teaching License with Handicapped Learner endorsement
- C. Training, experience and expertise in educational issues for students with ASD, including, identification, instruction, behavior management, collaborative problem solving, staff development
- D. Ability to provide leadership to staff in area of specialization
- E. Good interpersonal skills to consult with and advise teachers in a variety of classroom situations
- F. Valid Oregon Driver's license and reliable transportation for on-the-job travel
- G. Physical ability to train and/or assist staff in physical management of students in crisis
- H. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- I. Maintain integrity of confidential information relating to students, staff, or district patrons
- J. The ability to work harmoniously with others.

**ESSENTIAL RESPONSIBILITIES**

- A. Develop and write programs and schedules for special education students with ASD. Support regular classroom and special education staff in the development of the student's Individualized Education Plan
- B. Conduct eligibility evaluations for students suspected of having ASD. Provide leadership to the eligibility team, including legal, procedural, and technical expertise
- C. Consult with the support classroom teacher and assistant in carrying out and modifying programs and data collection systems. Provide necessary training to staff in the instruction and management of special education students with ASD
- D. Work with other specialists (SLP, motor team, Behavior Specialist) to develop appropriate services for students with ASD. Help classroom staff implement these services
- E. Complete environmental inventories to ensure special education students with ASD have necessary conditions in the neighborhood school to meet their special education needs, including equipment and room arrangement
- F. Develop inservice programs on issues in ASD for classroom teachers and district-wide presentations

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- G. Train inclusion assistants, in cooperation with special education teachers, in programs and teaching strategies for special education students with ASD
- H. Develop behavior management programs in cooperation with special education and regular education staff. Provide positive model of behavioral interventions to staff and support services, including transportation staff
- I. Attend team meetings and staffings on assigned students
- J. Cultivate and model a respectful working and learning environment

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

**PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES**

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (5.5 – 8 hrs per day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)		X			
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead		X			
Reaching extension		X			
Repetitive use arms		X			
Repetitive use wrists		X			
Repetitive use hands grasping		X			
Repetitive use hands squeezing		X			
Fine manipulation		X			
Using foot control	X				
*Pushing/Pulling Maximum weight: <b>50 lbs.</b>					
*Lifting/Carrying Maximum weight: <b>50 lbs.</b>					

\*Identify items typically moved: \_\_\_\_\_

**WORK PLACE EXPECTATIONS**

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. The employee will demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority.

**EMPLOYEE STATEMENT**

"I have reviewed the above position and understand its contents."

"I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents."

"I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)."

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Pay Grade:** Based on the Salary Agreement  
**Last Revised:** October 2011