



Early Childhood Autism/Behavior Intervention Assistant (EC ABIA)

Job Overview

The job of the autism/behavior intervention assistant was established for the purpose/s of providing support to the instructional program with specific responsibility for assisting in the supervision, care and instruction of children with autism; assisting in implementing plans for instruction; monitoring and supporting student behavior; assisting with implementation of behavior supports; and supporting students' IEP goals.

This job reports to the Early Childhood Student Support Services Specialist.

Job Functions

- Adapts classroom activities, assignments and/or materials as assigned by supervising instructional staff for the purpose of supporting and reinforcing classroom objectives.
- Administers immediate first aid and/or medical assistance as instructed by a health care professional for the purpose of meeting immediate health care needs.
- Attends staff meetings and in-service presentations (e.g., first aid, CPR, emergency procedures, CPI, behavior management, principles of ABA, etc.) for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with supervising instructional staff and professional support personnel for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- Creates a variety of documents and materials (e.g. games, schedules, visual supports, create logs to document strategies that have been tried and their success, etc.) for the purpose of documenting activities and promoting student growth and development.
- Under the direction of supervising instructional staff, implements instructional plans and behavioral plans designed by IEP team for the purpose of presenting and/or reinforcing learning concepts.
- Maintains instructional materials, daily activity/incident logs and/or manual and electronic files/records for the purpose of ensuring availability of items; providing written reference; and/or meeting mandated requirements.
- Monitors students during assigned periods within a variety of school environments including both 1 on 1 and embedded in class routines for the purpose of maintaining a safe and positive learning environment.
- Participates in the determination, development, implementation and evaluation of behavioral, instructional, and/or curricular management for eligible students for the purpose of improving the quality of student outcomes.
- Provides support, information, and/or training under the direction of the Autism Coach to ensure that the students' needs are met.
- Assists with data collection for IEP objectives for the purpose of reviewing with Autism Coach and Early Childhood Teacher and ensuring IEP requirements are being met and are adequate for the students' needs.
- Assists students with toileting and/or personal hygiene as needed to ensure safety and meeting health care needs.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.



Working Environment

The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness

Generally, the job requires 10% sitting, 45% walking, and 45% standing.

Physical Requirements: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

Qualifications

Minimum experience: Job related experience is preferred.

Minimum education: High School Diploma or equivalent.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Knowledge to perform basic math functions, read technical information, and compose a variety of documents following prescribed formats.
- Knowledge to present information to others and solve practical problems.
- Knowledge of principals and techniques of Applied Behavior Analysis.
- Knowledge of techniques used in the assessment and treatment of disabilities.
- Knowledge of instructional procedures and practices.
- Knowledge of intellectual, sensory, and physical development of children, age-appropriate student activities, safety practices and procedures, conflict resolution; and stages of child development/ behavior.
- Skill in adhering to safety practices.
- Skill in operating standard office equipment including using pertinent software applications.
- Skill in preparing and maintaining accurate records.
- Ability to schedule activities and work with a wide diversity of individuals, gather and/or collate data, and use basic math and job-related equipment.
- Ability to work with others in a variety of circumstances, work with data utilizing defined but different processes, and operate equipment using standardized methods.
- Ability to identify issues and create action plans.
- Ability to establish and maintain constructive relationships, adapt to changing work priorities, maintain confidentiality.

Responsibilities Include:

- Working under direct supervision using standardized procedures.
- Leading, guiding, and/or coordinating with others.
- Operating within a defined budget.
- Working directly with preschoolers.

Responsibilities include working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions.

Minimum experience: Experience in a learning and/or safety environment is preferred.

Education: Minimum of a Bachelor's Degree preferred.



Required Testing:

Pre-Employment Drug & Alcohol
Screening

Continuing Education/Training:

None Specified

Required Certificates and/or Licenses:

CPI certificate preferred

Clearances:

Criminal Justice Fingerprint/Background
Clearance

FLSA Status:

Non-Exempt

Employee Type:

Classified

Pursuant to the Williamson County Board of Education's policy of equal opportunity employment, Williamson County Schools does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetic information, pregnancy, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.