

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

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**TITLE: LEAD DESIGNATED INSTRUCTIONAL SERVICES AIDE (D.I.S.)
– IBI/AUTISM PROGRAM**

REPORTS TO: Under the general supervision of the Director of Special Education or designee, is responsible for the day to day site supervision and effective implementation of educational programs for students with autism in the home and school environments.

QUALIFICATIONS:

Knowledge of:

1. General concept of child growth and development and child behavioral characteristics.
2. Techniques used in controlling and motivating children.
3. Competency and skills involving interpersonal/group dynamics.
4. Computer skills
5. Assertive and assaultive behavior protection and basic self defense methods
6. Basic subjects taught in District schools, including arithmetic, grammar, spelling, language, and reading.
7. Health and Safety Regulations
8. Proper use and positioning of specialized equipment and apparatus'.
9. Child guidance principles and practices, especially as they related to school-age children with disabilities.
10. Educational expectations based on the California Content Standards
11. Theories of Applied Behavior Analysis
12. Characteristics of Autism Spectrum and Related Disorders
13. Behavior management strategies and techniques relation to pupils who experience atypical control patterns.
14. A variety of methods of data collections and data analysis.

Ability to:

1. Assist staff/specialists with instruction and related activities of the assigned learning environment.
2. Be a productive and active team member
3. Learn the procedures, functions, and limitations of assigned duties.
4. Lift, restrain, and discipline students according to approved policies and procedures.
5. Maintain confidentiality of pupil and school information
6. Obtain and maintain a valid First Aid Certificate and CPR Certificate.
7. Operate a district or personal vehicle observing legal and defensive driving practices.
8. Present and maintain a pleasant appearance and demeanor.
9. Provide appropriate special education services in the regular classroom as identified within a child's IEP.
10. Perform routine clerical tasks and operate a variety of educational and office related machines and equipment.
11. Understand and carry out oral and written directions.
12. Communicate effectively with students, faculty, specialists, parents, and other adults.
13. Assist staff with how to manage student behavior and implement current behavior support and intervention plans.

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Knowledge of: (continued)

14. Assist personnel working with students towards more acceptable social behaviors.
15. Assist with training and implementation of day to day instruction between staff and student.
16. Act as a liaison between DIS staff and Special Education Administration.
17. Provide effective district and community leadership to align Special Education programs as well as facilitate the Districts' program goals and support its mission.
18. Work both collaboratively and independently.
19. Make accurate and timely decisions.
20. Handle all matters in tactful, courteous, and confidential manner.

Training, Education and Experience (required)

1. Any combination of education equivalent to the completion of the twelfth (12th) grade.
2. One (1) year of successful experience in working with school- aged children with autism in an organized setting.
3. One year or 1000 hours of working with students with special education services in an organized setting.
4. Possession and maintenance of a valid California Driver's License.
5. Completion of Murrieta Valley Unified School District's TIER III IBI Training Protocol, or the equivalent of 30 hours of verifiable training including a general understanding of Autism, Applied Behavior Analysis, Behavior Management, and Data collection.

Training, Education and Experience (desired)

1. A Bachelor's degree in Applied Behavior Analysis, Psychology, Special Education and/or related field.
2. Two years (2) of successful experience in working with school aged children with autism in an organized setting.
3. Supervisory experience of students and staff.

ESSENTIAL FUNCTIONS:

1. Follows district policies and procedures.
2. Knows and understands the Mission and Core Values of the district.
3. Prepares instructional material and equipment for use in classroom activities.
4. Facilitates, monitors, and acts as a liaison between DIS staff and Special Education administration for students with in home and school Intensive Behavior Intervention (IBI) programs.
5. Assists in overseeing the implementation of programs and service delivery options to meet the needs of students diagnosed with autism including appropriate behavioral supports in the classroom and home environments.

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ESSENTIAL FUNCTIONS: (continued)

6. Assists with ongoing training to autism support staff and other designated personnel in IBI and other various methodologies. Assists in supervising assigned classified staff under the general direction of assigned designee.
7. Meets regularly with program and assigned school site staff to ensure program quality and compliance.
8. Communicates any adjustments, changes, or maintenance of a variety of records, logs, and files to appropriate supervisory staff.
9. Performs other related duties as assigned.

PHYSICAL ABILITIES:

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten pounds frequently, and twenty pounds occasionally.
8. Able to carry up to ten pounds frequently and twenty pounds occasionally.
9. Able to push and pull objects weighing up to forty pounds.
10. Able to exhibit full range of motion for shoulder external rotation, internal rotations, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion.
11. Able to operate a motor vehicle in a safe and effective manner.

TERMS OF EMPLOYMENT: Eleven-month work year
220 workdays
Classified Bargaining Unit Member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy on Evaluation of Professional Personnel. The assigned administrator will give the evaluation.

Approved by: Board of Education

Date: May 23, 2013

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS
AN EQUAL OPPORTUNITY EMPLOYER
MURRIETA VALLEY SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE