

WAYNE COUNTY SCHOOLS
JOB DESCRIPTION

POSITION: Autism Mentor

EVALUATED BY: Principal

JOB DESCRIPTION: Personnel selected and trained for teacher-aide classifications and meet the Autism Mentor mandatory standards and experiences established by Policy 5314.01: Autism Mentor

QUALIFICATIONS:

1. High school diploma or TASC required.
2. Personnel must be or have been classified as an Aide, or must pass the state prescribed exam for Aide.
3. Ability to work well with others.
4. Ability to relate to children.

EMPLOYMENT TERM: 200 Days

RESPONSIBILITIES:

1. Performs duties as outlined by the classroom teacher.
2. Keeps files of the children's work, test scores. Health services, etc.
3. Prepares routine notices concerning activities, PAC meetings, etc.
4. Conducts activities for students with directions firmly established by the teacher.
5. Monitors testing and classroom tasks assigned to students.
6. Corrects activities assigned to students.
7. Operates audiovisual equipment in the course of instructional duties.
8. Secures materials for instructional programs through proper channels.
9. Prepares material for instruction as outlined by the classroom teacher.
10. Available for consultations with parents.
11. Complies with in-service training required by Wayne County Schools.
12. Keeps records as needed to accomplish evaluation for programs and sees that all information on students is current and available for review at all times.
13. Keeps a skill mastery list on each student up to date in cooperation with classroom teacher where required.
14. Maintains positive work habits.
15. Performs duties efficiently and productively.
16. Maintains and/or upgrades job-related skills.
17. Performs other related tasks as assigned by the principal.
18. Develops and maintains a safe work environment at all times.
19. Must acknowledge and sign the Drug-Free Workplace Policy.

Special Education Aide requires CPR & First Aid Training and may require lifting.

Autism Mentor standards:

1. **Meet the qualifications of "Aide III" as delineated in West Virginia Code 18A-4-8:** Aide III means those personnel selected and trained for teacher-aide classifications such as monitor aide, clerical aide, classroom aide or general aide, and who hold a high school diploma or a general educational certificate, and have completed six semester hours of college credit at an institution of higher education or are employed as an aide in a special education program and have one year's experience as an aide in special education. The local school district is responsible for verifying this standard.
2. **Successful completion of a staff development program related to autism as determined by the West Virginia Department of Education:** To become an Autism Mentor, an aide must earn, at a minimum, 15 points for participation in 30 hours of relevant staff development, which must include an overview of autism and positive behavior support strategies. Documentation of the individual's number of earned points must be on file in the Office of Special Education at the Department. The Office of Special Education reviews documentation submitted by the individual who wants to become an Autism Mentor and issues a letter to the individual and the county personnel director regarding the number of staff development points the individual has earned. *This is the only criterion verified by the WV Department of Education, Office of Special Education.*
3. **Two years of successful experience working with autistic students:** The local school district is responsible for verifying this standard.
4. **Physical ability and stamina necessary to complete all job tasks, including tasks related to ensuring student safety:** The local school district is responsible for verifying this standard.

Pay Grade:.....F*.....Supervisory Aides are paid one pay grade higher.