



## Job Description

**Job Title:** Instructional Specialist II, Autism

**Position Code:** 7E21, GE21

**Job Classification:** Exempt

**Supervisor:** Director, Special Education

**Pay Grade:** 39S

**Contract Length:** 245 Days

### Job Summary

Position is responsible for providing leadership, guidance, and expertise in the field of autism. Position assists with planning, developing, implementing and monitoring the division's autism program.

### Essential Duties

1. Serves as resource to the division's administrative staff regarding autism instruction and the needs of students.
2. Conducts student observations to help determine program eligibility and placement.
3. Supervises autism teachers and related staff.
4. Participates in parent/teacher conferences as needed.
5. Serves as LEA for all IEP/ESY/TCR/EC meetings for New Horizon Center for Autism.
6. Observes classrooms on a regular basis to ensure consistency of instruction.
7. Applies and prepares all referrals needed for NNPS students who need Center for Autism.
8. Coordinates and assigns students each year for summer school in all three levels.
9. Assists in curriculum development, implementation, and revision.
10. Manages and maintains budget for Autism program.
11. Interprets state and federal regulations governing special education and ensures compliance in assigned functional areas.
12. Serves as a facilitator for Virginia Alternative Assessment Program (VAAP).
13. Assists the human resources department with interviewing and recommending qualified candidates for special education instructional positions.
14. Analyzes and interprets achievement data; and works with lead teachers/administrative staff to design activities to raise student achievement.
15. Conducts in-service training for instructional staff regarding instructional strategies, best practices, and specific instructional topics.
16. Ensures that there are adequate materials, equipment, and supplies for the operation of the division's autism instructional program.
17. Models nondiscriminatory practices in all activities.

### Other Duties

1. Performs any other related duties as assigned by the Director, Special Education or appropriate administrator.
2. Represents the school division in educational projects and initiatives at the local, regional, state, and national levels.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Bachelor’s degree and Collegiate Professional License with endorsements in ED or MR, and a minimum of 5 years teaching experience that includes some experience in autism. Must possess demonstrated evidence of involvement in school activities and committees involving leadership responsibilities beyond those required in the classroom. Must possess an in-depth knowledge of autism curriculum, instructional best practices, and adult learning theory. Must possess effective instructional delivery techniques and the ability to guide and train teachers in effective techniques and strategies. Must possess excellent organizational and communication skills. Must possess the ability to establish and maintain effective working relationships with teachers, parents, administrators, advocates, students and others.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to operate a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms and on the telephone; physical agility to lift up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Assigned Staff

**Supervision Received:** Director, Special Education

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Instructional Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Director, Special Education or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print) Signature Date