



Genesee Intermediate
School District

Genesee Intermediate School District
Human Resources and Operations

Employee Job Description

Job Title:

Teacher of Students with Autism Spectrum Disorder

Job Summary:

The Teacher of Students with Autism Spectrum Disorder is responsible for the instructional program and implementation of activities for the students in the assigned classroom. Responsible for the coordination of the activities of the assigned para-educator and support staff providing services for students in the assigned area.

Essential Duties (May include, but not limited to):

1. Provides and coordinates the instructional program for students in the assigned area of responsibility.
2. Assesses students' achievement and develops instructional strategies to meet individual educational needs of students in the assigned area of responsibility.
3. Implements developmentally appropriate curriculum and strategies for students assigned to the classroom.
4. Participates in Multidisciplinary Evaluation Team (MET) meetings and prepares reports for assigned students.
5. Participates in Individualized Education Program Team (IEPT) meetings and prepares draft/proposed IEP's based on individual student needs.
6. Assists in the scheduling, preparation, and coordination of IEPT meetings for assigned students.
7. Participates in the implementation of health care procedures in accordance with administrative operating procedures.
8. Coordinates and implements behavior intervention plans in accordance with district policy, administrative operating procedures, and state/federal rules and regulations.
9. Works cooperatively and communicates with district and constituent district staff, students, and parents/guardians.
10. Participates in physical education activities as required for students in the assigned area of responsibility.
11. Maintains accurate attendance records and appropriate reports.
12. Prepares and implements daily lesson plans consistent with each student's IEP.
13. Coordinates the preparation of bulletin boards, duplication of instructional materials, and other materials preparation activities as required in the assigned area of responsibility.

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Essential Duties (Continued):

14. Responsible for participating in lunch, play, gym, and other activities as required to meet annual goals and short-term objectives for each assigned student.
15. Participates in staff meetings, in-service activities, staff development/special programs, school improvement teams, and planning committees as appropriate to the assignment.
16. Consults, counsels, and collaborates with parents, school personnel, students, and appropriate community agencies regarding behavioral and educational concerns developed in a multi-tiered system of support.
17. Consistently models Win-Win Leadership.

Other Duties:

1. Represents the district on various community agencies and professional organizations as appropriate to the assigned area.
2. Provides information to the building principal related to the annual development and updates of the budget.
3. Drives to and from community-based instructional sites.
4. Performs other related duties as assigned.

Qualifications:

Education:

Bachelor's degree required. Valid Michigan teacher's certificate required with approval in autism spectrum disorder.

Experience:

Demonstrated successful student teaching experience required; two years of experience preferred.

Skills/Other:

Must meet State of Michigan Department of Human Services Child Abuse and Neglect Central Registry Clearance as applicable. Ability to explain and demonstrate appropriate teaching techniques. Ability to utilize district technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the district. Demonstrates initiative and understanding in working with students, staff, and parents/guardians. Ability to work creatively and skillfully with students. Demonstrated physical stamina necessary for assisting with lifting and moving students up to 26 years of age; repetitive stooping, squatting, bending, lifting, walking, kneeling, and reaching while maintaining personal balance and stability; implementing behavior intervention plans; and performing the essential job duties. Punctuality and good attendance are requirements for the position. Demonstrate honesty, integrity, and professionalism at all times. Exhibit emotional stability, exercise good judgment, and make decisions in accordance with board policies, administrative guidelines, and established procedures.

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Special Job Considerations:

Certification: Required

Type of Certification: Valid Michigan Teaching Certification with Autism Spectrum Disorder
Endorsement

Bargaining Unit: Genesee Intermediate Education Association

Salary Schedule: Certificated

Immediate Supervisor: Building Principal

Supervision:

Date: November 16, 1993; April 28, 2004; July 8, 2005; August 9, 2006; July 17, 2007; June
27, 2016; August 9, 2018, July 22, 2020, May 17, 2023

Approved: TLH: cs

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