

DISCRETE TRIAL TRAINING ASSISTANT SUPERVISOR

DEFINITION: Under general supervision, serves as a case manager for Discrete Trial Training Home Programs; administers Discrete Trial Therapy; trains and supervises other staff; performs clerical duties; and performs related work as required.

LICENSE REQUIRED

Possession of a valid and appropriate California driver's license may be required in some positions.

Possession of a valid Red Cross Standard First Aid certificate.

Possession of a valid Red Cross Cardiopulmonary Resuscitation certificate.

CLASS CHARACTERISTICS

Incumbents administer Discrete Trial Therapy to autistic students in a home setting and/or school setting; assignments may include working at more than one location and with multiple students. The incumbents supervise instructional aides who may work for other school districts and provide the therapy to students. Duties listed below are representative of this class; but not all positions incorporate all tasks, and duties will vary somewhat among positions.

EXAMPLES OF DUTIES

Schedules tutoring hours and appointments to provide Discrete Trial Therapy to children diagnosed with autism in a home and/or school setting. *E*

Supervises and coordinates work of instructional aides who provide one-on-one service for children with autism; gives input for evaluations. *E*

Assists instructional aides in the development and reinforcement of Discrete Trial Therapy; confers with instructional personnel and provides input regarding student's performance, behavior, and progress; provides demonstration and instruction to less experienced aides through modeling and/or shadowing techniques. *E*

Assists children to focus on assigned learning and recreational tasks in the order assigned and the duration specified in each child's therapy plan. *E*

Instructs and advises students regarding personal hygiene; assists students by rendering various forms of personal care such as feeding, toileting, and diapering; may provide specialized health care services under supervision of a school nurse. *E*

Observes and administers drills, conducts probes; implements behavioral strategies and program modifications in accordance with the student's IEP. *E*

Works with parents of assigned students in securing information, collecting data, and writing short narrative reports. *E*

EXAMPLES OF DUTIES: (cont.)

Prepares a variety of reports for supervisor/program specialist review. *E*

Records and types minutes; prepares therapy summaries; analyzes information to make recommendations to supervisor. *E*

Attends a variety of meetings and clinics including advanced training sessions. *E*

Participates in on-going training programs and strategic planning sessions with members of the SUCSESS (Strategies for the Utilization of Comprehensive Strategies for Ensuring Student Success) team. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. The general needs and behavior of children diagnosed with autism, including an understanding of the children's unique learning needs and appropriate behavior management techniques;
2. Child guidance principles and practices related to children diagnosed with autism;
3. Basic subjects taught in elementary schools, including arithmetic, grammar, spelling, language, and reading;
4. Interpersonal relations skills using tact, patience, and courtesy;
5. Reading, oral, and written communication skills.
6. Correct English usage, spelling, grammar, punctuation, and vocabulary;
7. Use and operation of a word processor, computers, and office equipment;
8. Record keeping techniques;
9. Report writing and correspondence methods;
10. General principles of supervision and training;
11. First aid techniques and practices; and
12. Appropriate safety precautions and procedures for classrooms, home, and recreational activities.

Ability to:

1. Assume responsibility for supervising children without direct assistance; demonstrate an understanding, patient, and receptive attitude toward assigned students; tutor individuals or small groups of students diagnosed with autism in a special class program and/or discrete trial training home program;
2. Implement Discrete Trial Therapy techniques in accordance with prescribed procedures;
3. Implement social skills training in accordance with a child's educational plan;
4. Be punctual, maintain therapy schedules, and keep children focused on assigned tasks for the specified duration prescribed;
5. Oversee and discipline students in accordance with approved policies and procedures;
6. Utilize and apply speech, language, and psycho-motor therapy techniques as prescribed;
7. Determine and retain privileged communications;

Ability to: (cont.)

8. Print and write legibly;
9. Compile and maintain accurate records;
10. Operate a typewriter and computer;
11. Perform complex or repetitive tasks;
12. Supervise the work of others;
13. Understand and carry out oral and written instructions;
14. Establish and maintain effective relationships with those contacted in the course of work; and
15. Maintain work pace appropriate to given workload.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education. A Bachelor's degree in psychology or related field is desirable.

EXPERIENCE

Must complete SELPA Discrete Trial Training workshop; must have a minimum of 300 hours of experience administering Discrete Trial Therapy to students at various stages of therapy and levels of program under qualified supervision; and previous experience working with students with special needs.

WORKING CONDITIONS

Environment:

Diversified home settings and special education classroom environment.

Physical Abilities:

Seeing to monitor students during classroom activities; hearing and speaking to exchange information and provide assistance to students; bending at the waist; walking and standing for extended periods of time; lifting and carrying students and equipment; and dexterity of hands and fingers to operate specialized equipment or office equipment.