

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: DISCRETE TRIAL FACILITATOR

BASIC FUNCTION:

Under the direction of an administrator or Psychologist, administer an intensive, structural, systematic approach to change, alter and improve the social interaction skills of students with autism and related disorders; monitor and chart student progress.

REPRESENTATIVE DUTIES:

Observe, change, alter, and improve the social interaction skills of students with autism and related disorders according to discrete trial practices; extinguish/eliminate inappropriate behavior; report progress regarding student progress, performance and behavior.

Assist students by providing proper examples, behavioral intervention, emotional support and general guidance in the school setting and at home, as appropriate.

Perform a variety of clerical duties such as charting performance, preparing instructional materials, scoring papers, recording grades, maintaining records and files and typing and duplicating classroom materials and order supplies as needed.

Confer with teachers and psychologists regarding programs and materials to meet student needs.

May assist students with washing, eating, toilet, and other personal care needs.

May administer basic first aid and authorized medication in accordance with established guidelines.

May assist students with necessary physical aid appliances; may assist with lifting students in and out of wheelchairs.

May accompany or assist students to and from school bus or other transportation and in moving to and from activities on school site.

Tutor individuals or small groups of students, reinforcing instruction and behavior as directed by the teachers.

Prepare lessons as directed by the teacher; may administer and score a variety of tests.

Assist the instructional staff in supervising students inside and outside the classroom as assigned.

In the absence of assigned student(s), may provide support to teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.

Assist certificated personnel to protect the health and safety of students by following health and safety practices and procedures.

Participate in meetings and in-service training programs as assigned; may attend meetings to enhance awareness of autism and related disorders.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Discrete trial behavior modification techniques.

Social interaction skills of students with autism and related disorders.

Child guidance principles and practices, especially as they relate to students with Autism and various severe mental, emotional and physical handicaps.

Basic subjects taught in the district schools, including arithmetic, grammar, spelling, language and reading.

Safe practices in classroom and playground activities.

Basic first aid procedures.

Health and safety regulations pertaining to position.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communications skills.

Interpersonal relations skills using tact, patience and courtesy.

Record-keeping techniques.

Classroom procedures and conduct.

ABILITY TO:

Apply behavior modification techniques in accordance with discrete trial practices. Work with students with autism and related disorders to change, alter and improve their social interaction skills.

Assist with the instructional and related activities of a special education learning environment.

Demonstrate an understanding, patient and receptive attitude toward children with autism and related disorders.

Perform clerical duties such as charting performance, filing, duplicating and maintaining simple records.
Print and write legibly.
Learn the procedures, functions and limitation of assigned duties.
Make arithmetic calculations quickly and accurately.
Understand and follow oral and written directions.
Communicate effectively orally and in writing with children and adults.
Learn and follow rules, regulations, policies and procedures.
Work cooperatively and effectively with others.
Work confidentially with discretion.
Supervise and discipline students according to approved policies and procedures.
Operate a variety of instructional and office equipment.
Enlist the support, interest and participation of students.
Work independently with little direction.
Provide instruction and discipline to students according to approved District policy and procedures.
Lift and move handicapped students.
Assist handicapped students with personal care needs and activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years experience working with severely impaired students in an organized setting. Verification of training by Discrete Trial vendor or agency within six months of employment required.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of the State-mandated proficiency examination.
A valid First Aid Certificate will be required within six months of employment.
Possession of a valid California driver's license is required.

WORKING CONDITIONS:

Special education learning environment; subject to bending, lifting and restraining children as needed to prevent them from harming themselves or others and working with children with various severe mental, emotional and physical handicaps; subject to exposure to communicable diseases. Travel to student's homes required.