



Cincinnati Center for Autism

www.cincinnati-center-for-autism.com

Intervention Specialist Job Description

Position Qualifications:

1. Completion of Bachelor's/ Master's Degree in Special Education
2. Current Ohio teaching license.
3. Demonstrates effective oral and written communication.
4. Maintains proficiency both working independently and collaborating in an interdisciplinary team.
5. Maintains confidentiality and demonstrates sensitivity to the various cultural and socioeconomic characteristics of clients and staff.

Organizational Relationship: Reports to Educational Coordinator

Supervisory Roles: Supervision of behavior technicians in classroom

Position Responsibilities:

1. Day to day parent communication with students in the assigned classroom.
2. Parent communication for IEPs.
3. Oversees material development for IEP and CCA goals.
4. Posts IEP development meeting with associated staff to plan for programming.
5. Writes IEP goals, present levels, and profile in collaboration with related services.
6. Sets up team assessment meetings with SLP, BCBA, OT, Educational Consultant, and parents at least 5 weeks before the IEP is due including providing parent and student goal questionnaires.
7. Sends IEP goals to parents at least 2 weeks prior and to the district 1 week prior to the IEP meeting
8. Creates and updates data sheets to be available the day before use is needed.
9. Monitors behavior and academic graphing as indicated by the BIP and IEP.
10. Oversees binder checks for assigned students monthly.
11. Delegates and guides completion of assessments at least 1x a year.
12. Oversees/completes Progress Notes (summer, fall, winter and spring).
13. Oversees binder updates and organization.
14. Ensures the classroom is safe and clean on a daily basis according to job chart.
15. Delegates assignments and responsibilities to lead teachers, classroom and 1:1 assistants assigned to your classroom. Tasks include but are not limited to: material preparation, daily safety, organization and cleaning.
16. Stays current with evidence based research on effective strategies for students served at the center.
17. Follows the written policies/procedures as documented
18. Performs other duties as assigned by Executive Director/Clinical Director.