



GRANT COUNTY SCHOOLS
204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

JOB TITLE: Autism Mentor

Supervisor:
Principal

Qualifications:

- High School Diploma or GED
- Hold or qualify for Autism Mentor Classification according to WV Code
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

WV Code 18A-4-8

Autism mentor: an employee who works with autistic students and who meets standards and experience to be determined by the state board. A person who has held or holds an aide title and becomes employed as an autism mentor shall hold a multi-classification status that includes both aide and autism mentor titles, in accordance with section eight-b of this article.

PERFORMANCE STANDARDS

Maintaining positive work habits

1. Observation of work hours.
2. Attendance (in terms of general consistency and reliability - failure to come to work or provide proper notification of absences shall be considered willful neglect of duty)
3. Compliance with rules.
4. Safety practices.
5. Meeting schedules.
6. Accepting change.
7. Appearance of work area.
8. Initiative.
9. Attitude.

Performing duties efficiently and productively

1. Work judgments.
2. Planning and organizing.

3. Quality of work.
4. Accepting responsibility.
5. Following instructions.
6. Efficiency under stress.
7. Work coordination.

Maintaining and/or upgrading skills

1. Knowledge of work.
2. Job-related training.

Duties/Responsibilities:

1. Assists in the instructional process as designated by the teacher.
2. Assists in meeting the needs of the students including tasks related to ensuring student safety.
3. Maintains positive work habits within the school environment.
4. Upgrades knowledge of current instructional practices under supervision of the teacher.
5. Performs duties efficiently and productively.
6. Assist teacher in monitoring student activities.
7. Establishes and maintains cooperative relationships with teachers, other school staffs, and parents.
8. Attends additional in-service training specific to area or programmatic assignment.
9. Demonstrates courtesy and cooperation in dealing with persons both internal and external to the school site.
10. Keep data on IEP goals as listed on Special Education teacher-made data sheets under direction of the Special Education Teacher.
11. Performs other job related tasks as assigned by the teacher or principal.