



*Autism Queensland is a not-for-profit organisation with a vision for a life of participation, opportunity and choice for people on the autism spectrum.*

## Position Description

### Teacher Early Childhood

Team	AQ Cairns
Location	Cairns
Manager	Team Leader AQ Cairns
Classification	Professional – <i>Autism Queensland Limited Employee Agreement</i>
Employment Status	Permanent Full-time

### Purpose

The purpose of this position as Early Childhood Teacher is to provide professional intervention services, contributing as a member of a trans-disciplinary team to supporting individuals on the autism spectrum.

### Responsibilities

- In collaboration with all other relevant team members, design and implement programs and strategies to address the needs of individuals on the autism spectrum
- Deliver through centre-based group programs, and potentially through outreach services, which are responsive to the needs of each individual, their family and relevant educational setting.
- Establish and maintain effective collaborative relationships with all stakeholders to ensure their participation in planning, decision making and reporting
- Lead and participate in meetings with relevant staff members and parents to discuss current concerns and collaboratively identify specific strategies for individual children
- Prepare, facilitate and maintain assessment, observation and progress reports as required
- Facilitate the collaborative preparation of trans-disciplinary behavioural support and Individual Support Plans
- Lead, coach, supervise and provide effective performance management of Program Assistants where relevant
- Provide training and information in areas of professional expertise for internal and external stakeholders

## Key Performance Indicators

- Development and delivery of appropriate centre-based group programs for all individuals in caseload
- Demonstrated trans-disciplinary, evidence-based practice
- Demonstrated understanding of and commitment to AQ program delivery model
- Evidence of appropriate data collection and completion of reports, ISPs and other documentation as required
- Professional communication and information-sharing with parents / carers
- Attendance at and participation in all required staff meetings
- Participation in ongoing professional development activities and discipline-specific networking
- Billing of minimum five hours per full-time work-day to direct client service provision, averaged over a period of 2-4 weeks
- Provision and documentation of regular supervision and ongoing development of direct reports
- Compliance with Autism Queensland Quality Assurance (AQQA) including Workplace Health & Safety policies and procedures

## Essential Criteria

- Bachelor of Early Childhood or equivalent that meets the requirements of Australian Children's Education and Care Quality Authority (ACECQA) to work as an Early Childhood Professional
- Demonstrated understanding of contemporary methodologies in the provision of intervention services to children on the autism spectrum or with disabilities
- Proven knowledge of child development, behaviour and learning.
- Demonstrated understanding of the design and implementation of group educational programs responsive to the individual needs of individuals and their families
- Demonstrated ability to work effectively with families and professionals in addressing the special needs of clients on the autism spectrum or with disabilities
- Demonstrated ability to work collaboratively within a trans-disciplinary team
- Demonstrated ability to communicate effectively with parents, professionals and other stakeholders, both verbally and in writing

## Highly-Regarded

- Demonstrated ability in presenting training and education programs to parents and professionals

## Special Conditions & Requirements

- Current registration with Queensland College of Teachers
- Intrastate travel and some out of normal hours' work

- Retention of a current open Driver's License
- May be required to use own vehicle for work purposes when an AQ pool vehicle is not available
- It is the responsibility of the employee to hold a current, recognized Provide First Aid qualification
- It is the responsibility of the employee to hold and maintain at their own expense, a current Criminal History Screening Card/s or relevant Exemption Card
- Certificate of Completion in NDIS Worker Orientation Module "Quality Safety and You"

Position Description Reviewed: February 2020