Manager, Autism Services Program
Job Description

JOB INFORMATION

Effective Date	10/5/2022
Job Code:	2310
Job Title:	Manager, Autism Services Program
Salary Grade/Structure:	060 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	Academic Administration
Job Summary	The Autism Services Program Manager will supervise and provide clinic- and community-based behavioral services to children with autism and their families. Duties include assisting faculty with scheduling, supervising, and training graduate students at the UHCL Center for Autism and Developmental Disabilities; reviewing billing and progress notes; conducting assessments; developing, implementing, and evaluating behavior interventions; consulting with schools, families, and programs; and reviewing and documenting data-based progress.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Master's Degree	Degree in Applied Behavior Analysis, Psychology, Education or a related field.	Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Some	Minimum of three years of experience providing applied behavior analysis services to individuals with autism and at least one year of experience training and supervising others.	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	Board Certified Behavior Analyst		Required	

Knowledge, Skills and Abilities

	KSAs	Proficiency
•	Knowledge of effective assessment and intervention strategies for reduction of problem behavior and acquisition of skills.	Skilled
•	Effective supervisory skills.	Skilled
•	Knowledge of behavioral skills training for caregiver training.	Skilled
•	Skills in Microsoft office, specifically Word, Excel, and PowerPoint.	Proficient
•	Must demonstrate proficiency in GraphPad Prism.	Skilled
•	Ability to address and resolve conflict.	Skilled
•	Ability to communicate scientific principles of behavior analysis in an understandable way to others.	Skilled
•	Ability to communicate effectively and clearly in writing.	Skilled

JOB RESPONSIBIILTIES

Campus Security Authority   ☒

Remote Work Capable   ☐

Essential Functions

	Essential Function	% TIME
•	Assist faculty in the supervision and training of part-time graduate and/or undergraduate research assistants.	50%
•	Conduct behavioral assessments; develop and evaluate behavior interventions implemented by caregivers; consult with schools, families, and programs; review and document data-based progress.	35%
•	Manage and evaluate program to ensure compliance with contractor and state regulations.	10%
•	Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling	X					
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description

Manager, Autism Services Program   10/05/2022