

JOB DESCRIPTION PROGRAM ASSISTANT

The program staff of **The Social and Learning Institute** work with adults who have a wide range of intellectual, developmental, emotional, and physical disabilities. The majority of these students have mild or moderate disabilities and have attended public school programming available through the age of 22.

The staff is expected to provide educational and enrichment activities to support key program components as described below:

Skill Development & Reinforcement:

- Interpersonal Relationships
- Communication
- Social/Community Behavior
- Academic/Literacy
- Independent Living
- Self-Determination

Promotion of/Opportunities for:

- Health & Physical Wellness
- Social Inclusion/Community Integration
 - Arts & Culture
 - Science & Nature
 - Regional Events & Attractions

PROGRAM ASSISTANT

Reports to the Program Coordinator. Responsible for the implementation of daily program activities. This individual must have the ability to identify individual needs and is responsible for creating a safe, stimulating, and supportive learning environment.

PROGRAM DUTIES

Under the direction of the Program Coordinator, implementation of the daily program in areas assigned including but not limited to:

Prepare the learning environment; prepare needed materials and supplies

Maintain accurate and complete student attendance records

Assess students' skills to determine their instructional needs

Adapt prepared lessons to meet the needs of individual students

Instruct and mentor students as a class, in small groups, and one-on-one

Supervise and assist students with assigned daily tasks

Utilize technology & digital learning, available classroom tools, and facilities to provide an interactive learning environment

- Implement interventions and strategies to promote individual student development
- Prepare observations for inclusion in annual student reports
- Ensure appropriate accommodations are available to accommodate students' needs
- Ensure student understanding and adherence to reasonable rules of classroom discipline and order to maintain a secure and effective social and learning environment
- Collaborate with case management and behavioral professionals to accommodate students' needs
- Manage student behavior through monitoring, support, supervising, and assessing behavioral patterns
- Utilize appropriate methods to modify behavior
- Supervise student arrival and departure routine

OTHER DUTIES

- Drive Institute vehicle(s) to provide student transportation to and from off-site programs
 - Participate in ongoing vehicle and safety training; no employee may operate a vehicle until training has been complete
 - Adhere to vehicle usage policies and procedures
 - Adhere to policies regarding safely inspecting a vehicle prior to daily operation
 - Complete required documentation related to all vehicle usage
- Participation in annual performance evaluation with Executive Director
- Administer first aid and medication as necessary to the extent allowed by Institute policy
- Perform miscellaneous job-related duties as assigned

RESPONSIBILITIES

- Maintain vigilant supervision of all students; no individual student or group of students shall be unsupervised in any area of the Institute or at any time while participating in off-site community activities (excluding restrooms)
- Report and document all incidents of student injury
- Report and document all incidents of inappropriate student behavior as needed for Program Coordinator to inform parents/guardians/caregivers &/or collaborate with case management and behavioral professionals to develop a behavior modification plan
- Maintain a friendly professional relationship with students/parents/guardians/caregivers; direct all question or concerns about student progress or behavior to the Program Coordinator

Communicate all concerns or issues regarding student/parent/guardian/caregiver interactions directly to the Program Coordinator

Maintain confidentiality about students/parents/guardians/caregivers and program staff outside the Institute

Maintain a positive and enthusiastic attitude to promote participation and learning

Maintain a professional appearance

Maintain a clean and neat facility; perform routine housekeeping tasks as related to a safe environment

Support the Institute in all awareness/promotional events and fundraising activities as available

Treat all with dignity and respect

Maintain a current knowledge of various disability types and the impact of functional limitations in developmental learning

Maintain current knowledge of local community organizations' activities and events

Take individual initiative for professional growth

Adhere to all policies and procedure as outlined in Personnel Handbook and as established by the Institute

KEY COMPETENCIES

Organizational and planning skills

Technology skills

Communication skills

Collaboration and team work

Initiative

Adaptability

Creative thinking

Problem-solving

Conflict management and resolution

Appreciation of diversity

Compassion and patience

Ability to recognize and respond to medical and emergency needs

QUALIFICATIONS

Ability to pass a criminal background check

High school diploma or GED (some college preferred)

Minimal three years of experience in social services, special education, and/or working with adults with intellectually disabilities

Experience implementing behavior management techniques

Experience with computers/technology; working knowledge of basic office (Microsoft Word, Excel, Power Point) and educational technology applications

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with students, other staff, and parents/guardians/caregivers as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls. The position also entails walking, bending, standing, stooping, and possible physical interventions in order to maintain a safe learning environment. Position may require the ability to physically move students or equipment, position students in specialized equipment, and/or assist with basic hygiene to the extent allowed by Institute policy.

SPECIAL REQUIREMENTS

Possession of a valid driver's license; good driving record

Certification in First Aid, CPR, and AED; provided by Institute

Participation in transportation safety education; provided by Institute

HOURS OF EMPLOYMENT

Expected to arrive 30 minutes prior to start of program day and depart 15 minutes after the conclusion of the program day.

TERM OF EMPLOYMENT

Contracts of employment are issued on an annual basis September - August.

COMPENSATION

Hourly; based upon Pay Schedule approved by Board of Trustees