

## **Instructional Aide Job Description**

### **Program Description**

The Morgan Autism Center (MAC) school program serves students ages 5 – 22 years old with autism and other developmental disabilities in a teaching environment with a high staff-to-student ratio.

### **Position Overview**

The primary role for this position is to serve as an instructional aide in a classroom for individuals with developmental disabilities. The daily activities include a variety of teaching methods intended to develop the academic and basic living skills of our students. Ideal candidates will possess the ability to effectively relate to people with positive interaction skills and to adjust to the dynamic needs of our population in a flexible and competent manner. Potential candidates must be able to work with a wide range of behavioral challenges and implement structure and support strategies under the direction of the classroom teacher.

### **Responsibilities Level I**

- Read the MAC employee handbook and maintain familiarity with the MAC teaching philosophy and employment policies and work within these parameters at all times
- Under the direction of the classroom teacher, instruct and supervise assigned students based on their Individual Education Program (IEP) goals and behavior plans
- Read assigned students' files and know the specific goals, behavioral profiles and behavioral plans of students and work to assist the students in achieving their goals across instructional settings
- Keep the classroom teacher informed of any special circumstances or developing challenges of individual students
- Provide instruction based on curriculum as directed by the classroom teacher or other supervising staff
- Participate in physical education and directly assist students in playing games and mastering physical skills (may require running, climbing, swimming, biking, etc.)
- Assist teachers in collecting goal and behavior data within the classroom
- Assist in personal care needs of assigned students including: toileting, dressing, feeding, and other needs
- Exercise appropriate use of total communication with each student (e.g., sign language, high-tech AAC, visual icons, gestures, etc.)
- May be asked to transport assigned students on various school sponsored outings in your personal vehicle as needed
- Participate in all assigned meetings, trainings, and special activities
- Maintain functional organization your individual space and help clean and organize classroom space
- Maintain ongoing supervision of assigned student(s) and ensure their safety at all times

- Other job duties as required

**Responsibilities Level II – in addition to above responsibilities**

- Work with classroom teachers in developing appropriate, goal-related activities
- Complete all assigned data collection and documentation for each assigned student
- Assist teachers in curriculum planning and preparation
- Assist teachers in daily and weekly organization of classroom activities
- Assist teachers in preparing teaching materials
- Demonstrate increased familiarity with and proficiency in employing the MAC model including teaching strategies, behavioral management, and other philosophical tenets

**Responsibilities Level III – in addition to above responsibilities**

- Prepare and maintain classroom materials such as communication binders, work folders, and other clerical duties as assigned
- Assist teacher in keeping administrative records and preparing reports as required by school administration
- Assist the classroom teacher in the scheduling, planning, and organization of meetings or special activities
- Demonstrate effective implementation of MAC model and provide modeling and/or coaching to newer staff as needed

**Responsibilities Level IV**

- Support the classroom teacher in collaboration with the IEP team to write the goals and objectives (including transition plans, behavior support plans as needed) for each assigned student
- Assist the classroom teacher by collaborating with the other professionals (e.g. Occupational Therapist, Speech and Language Pathologist, etc.) in the implementation of the IEP
- Provide input for classroom teacher in the writing of progress and testing reports
- Assume other duties as assigned by one of the school directors and/or classroom teachers

**Qualifications and Employment Requirements:**

- Candidates must be at least 18 years of age
- Able to lift materials and physically support students as needed
- Maintain clearance on TB test and Department of Justice Fingerprint/Background check
- DMV clearance and proof of auto insurance if transporting students

**Immediate Supervisor**                      Assigned Classroom Teacher

**Overall Supervisor**                      Assistant Program Director, Program Director and Executive Director

**Hours**

Regular School Year (August – June):

Monday – Friday, 8:30am – 2:45pm, major holidays observed

Summer Session (July – August):

Monday – Friday, 8:30am – 1:00pm, major holidays observed

**Hourly Pay**

\$22.50 per hour

**Benefits**

Full employer-paid benefits: medical (including chiropractic and acupuncture), dental, vision, life insurance

Retirement benefits: 403b Retirement Plan