



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 1:1 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. Hired applicants will be assigned to a single room and supervisor, though may occasionally be asked to sub in other rooms.

Qualifications and Employment Requirements:

- Candidates must be at least 18 years of age
- Possess at least a high school diploma or GED
- Fluency in speaking and writing English
- 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

Program Directors 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 – 1:15pm, major holidays observed

Starting Hourly Pay

\$25.75 **without** Bachelor's Degree, \$26.25 **with** Bachelor's Degree

Benefits

Full employer-paid benefits: medical (including chiropractic and acupuncture), dental, vision, life insurance
Retirement benefits: 403b Retirement Plan

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

DEI Statement

It is Morgan Autism Center's intent to provide equal employment opportunities to all qualified persons without regard to race, color, religion, sex, gender identity and expression, genetic characteristics, pregnancy, marital status, veteran status, sexual orientation, age, national origin, ancestry, disability, medical condition, or other protected class status as defined by applicable law. This policy covers all employment matters, including but not limited to recruitment, selection, placement, promotions, transfers, demotions, terminations, training and compensation.