



Job Description

Job Title:

Program Assistant

Salary Range:

Min. \$26,000/yr.

Mid. \$31,500/yr.

Max. \$39,500/yr.

Department:

Program

Reports to:

Education Program Manager

Position Summary:

Perform duties that are instructional in nature or deliver direct services to HIPsters. Understands how HIPsters learn and is dedicated to help create a nurturing learning experience for every HIPster. Program Assistant will work closely with the instructor(s) who have ultimate responsibility for the design and implementation of the lesson plans and activities.

Essential Functions:

- Prepare lesson materials, visual board displays, exhibits, equipment, and demonstrations.
- Assist HIPsters individually or in small groups to help them master assignments and to reinforce learning concepts presented by instructors.
- Supervise students in classrooms, halls, cafeteria, and gymnasium, or on community based instructional opportunities.
- Assist with teaching classes based on varied levels of cognition and provide accommodations to serve diverse student needs.
- Assist with writing & submitting weekly lesson plans that meet the requirements as outlined by the Educational Framework.
- Assist with facilitation of weekly community-based instruction outings corresponding with the weekly lesson.
- Assist with daily attendance tracking, documentation of team goals and notes on a daily/weekly/monthly basis.
- Assist with general program and lunch supervision.
- Maintain quality educational records.
- Complete additional tasks assigned by the direct supervisor, Education Program Manager, and/or the Director of Programs.
- Enforce administration policies and rules governing HIPsters.



- Design and maintain an active classroom environment conducive to student learning and success.
- Assist instructors in maintaining a clean classroom/work environment.

Competencies (Knowledge, skills, and abilities):

- Experience working with adults with special needs a plus.
- Nurturing teaching approach
- Understands instruction methods including curriculum-based instruction and the implementation of lesson plans.
- Possess excellent verbal and written communication skills (sign language a plus)
- Able to use Microsoft Office Suite for reports, documentation, and billing purposes

Minimum qualifications:

Education:

- High school diploma/GED required (Associate degree preferred)

Experience:

- 2+ years' experience as a Teacher Assistant or Paraprofessional

Specific Skills:

1. Current driver's license, acceptable driving record and valid car insurance required.
2. Must be able to clear a background check with no related offenses jeopardizing the integrity of our program.
3. Certified in CPR/First Aid/AED/SAMA or CPI/HIPAA

Success factors:

1. The successful candidate must be able to work collaboratively with the Program Coordinator(s) and with other instructors.
2. Compassionate attitude
3. Exceptional attention to details.
4. Must adhere to all confidentiality guidelines of our HIPsters and their families.
5. As a role model and mentor to our HIPsters, strive to always maintain professional demeanor.
6. Personal qualities of integrity, credibility, and a commitment to and a passion for My Possibilities' mission.



Supervisory responsibilities:

- Will oversee and ensure that HIPsters are engaged and safe while in classrooms, halls, cafeteria, and gymnasium, or on community based instructional opportunities.

Working conditions:

- This position will be required to:
- Sit, stand, and bend throughout the day
- Occasionally lift up to 75lbs.
- Clean up body fluids to maintain safety and dignity of HIPsters