

Job Title: Program Assistant

Hours: Full-Time

Reports To: Principal & Assistant Principal (Administrative Team)

Hourly Wage: Varies with experience

Qualifications:

1. **Education/Certification:** Bachelor's degree and Type 39 Substitute Certificate or a Paraprofessional's Certificate
2. **Essential Knowledge/ Skills:**
 - a. Approaches work with integrity, commitment and dedication
 - b. Ability to motivate students and get them excited about learning
 - c. Ability to establish and maintain positive and collaborative working relationships with a multi-faceted group of professionals.
3. **Preferred Experience:**
 - a. Working with children with disabilities
 - b. Classroom/ behavior management
 - c. Driving a small school bus

Responsibilities and duties include (but are not limited to):

1. Foster a classroom climate that is attractive and motivational for students' learning
2. Implement small group or individual lesson plans created by special education teacher as needed, and complete other tasks that may be requested by the teacher
3. Flexibility with job assignments due to changes in staffing patterns and types of assistance needed
4. Be familiar with each student's IEP which indicates the child's present level of performance, objective to meet the child's needs, evaluation procedures and schedules for determining when objectives are met
5. Provide whole classroom behavior management while also implementing individual behavior plans
6. Maintain positive leadership and participation in P.E., group therapy and other activities
7. Provide various accommodations for multiple students simultaneously
8. Thoroughly and accurately document student performance and complete corresponding paperwork in a timely manner
9. Maintain school's safety plan
10. Maintain valid Nonviolent Crisis Prevention Intervention certification
11. Support educational process by copying, running errands, preparing snack/lunch, typing tests, learning how to utilize available technology, etc. as requested by supervising teacher
12. Help develop, implement, and monitor progress towards IEP goals and Behavior Intervention Plans (BIP) and Functional Behavioral Assessments (FBA)
13. Participates and contributes to staff development activities and all staff meetings
14. Communicate effectively with all students and faculty
15. Strive to improve leadership skills through self-initiated professional growth and development activities by utilizing information and insights gained in professional efforts for self-improvement
16. Document all "Restrictive Interventions" Nonviolent Crisis Prevention Intervention (NCI) incidents for students in your classroom
17. Initiate and/or participate in problem-solving difficult situations involving students and/or faculty
18. Recognize personnel policies/regulations and the importance of conferring with faculty, district personnel, and the community in a professional manner
19. Other duties as requested by a school administrator
20. Give driver's license to be cleared for driving the school bus. If approved, will drive as needed.