



### Position Description

|   |                                |                      |
|---|--------------------------------|----------------------|
| Title: Teachers Assistant – Youth Care Specialist (TAYCS) |                                |                      |
| FLSA Class: Hourly Non-Exempt                             | EEO Category:<br>Admin Support | WC Class: 8861       |
| Job Title: 070006   | Salary Grade:                  | Job Class: Education |
| Date Approved: December 14, 2017                          | Purchasing<br>Authority: 0     | Licensure:           |
| Revision: Added MO and IL requirements                    |                                |                      |
| Revision: May 4, 2018                                     | Job Class: Education           |                      |

#### Purpose of Position

Provide support to the teacher by helping with supervision, grading, planning, and to assist with other day-to-day activities. Provide supervision and general safety of children and youth and attend to their needs in a nurturing and engaging manner in residential cottages.

#### Major Duties (\*Essential Element)

- Collaborate with the teacher and Cottage Life Supervisor in day-to-day activities \*
- Follow established classroom/cottage rules and ensure implementation of these rules\*
- Assist the teacher in supervising and general safety of the children and youth and attend to their needs in a nurturing and engaging manner \*
- Operate according to the Great Circle Model of care and program operations manual as well as function within the Agency’s policies and procedures as outlined in the Employee Handbook.
- Provided educational tools for children to be successful in learning\*
- Attend weekly meetings as directed in school and residential settings about children and youth behaviors
- Monitor social skills in cafeteria, on the playground, bathroom, and P.E. to promote healthy behaviors
- Manage children and youth using safe crisis management without the need for therapeutic holds
- Administer all medication to students properly as needed

- Document and record the behavior of children to ensure positive outcomes to assist in a return of the child or youth to a less restrictive setting.
- Perform other job-related duties as assigned for the betterment of Great Circle

### Working Conditions

Classroom and residential care environment. Working environment generally favorable. Lighting and temperature adequate and there are no hazardous or unpleasant conditions caused by noise, dust etc.

### Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. This position requires standing, walking, talking or hearing as well as lifting up to 10 pounds constantly. Using hands to handle or feel happens frequently as well as stooping, kneeling or crawling and lifting up to 25 pounds. The employee is required to perform SCM training and techniques. Physical ability to react and intervene quickly during crisis situations; such as but not limited to: student elopement, physical altercations or any situation that requires physical intervention to maintain student safety. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Budget Responsibility and Supervisory Responsibility

None

### Qualifications

Ability to work with children in a classroom setting and in the residential cottages. Ability to work well while under pressure when needed. Maintain a valid Class E driver's license.

#### *Language Skills*

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and policy and procedure manuals. This position requires the ability to write routine reports and correspondence. The ability to communicate effectively is essential.

#### *Mathematical Skills*

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals, and percentages.

#### *Reasoning Ability*

Ability to problem-solve and apply common sense understanding to carry out instructions furnished in written and/or oral or diagram form.

### Required Education and Experience

- Missouri: 60 Credit Hours or Para Professional Certificate

### Preferred Education and Experience

- Bachelor's degree
- Education Classes
- Knowledge necessary to successfully fulfill this position's responsibilities includes
- Knowledge of emotional disorders, behavior disorders and children with Autism, crisis intervention/prevention, physical/sexual abuse issues, child development, and behavior management techniques.
- Skills required include crisis intervention and decision-making. Self-awareness, patience, and the ability to work as part of a team are essential.
- CPR/First Aid certification required.
- Ability to respond appropriately to cultural differences that exists among Great Circle's diverse client base.
- Demonstration of the conviction that people are able to change and that this attitude is fostered when a mutually respectful partnership exists between Great Circle personnel and the clients served.
- Ability to work as part of a team and to maintain a positive, professional helping role.
- A valid Class E Missouri driver's license and a good driving record are required because transporting clients is an essential function of this position.
- Ability to work with volunteers

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_