



### Position Description

Title: Teachers Assistant – Youth Care Specialists		
FLSA Class: Hourly Non Exempt	EEO Category: Admin Support	WC Class: 8861
Job Title: 070006	Salary Grade:	Job Class: Education
Date Approved: 10/25/2016	Purchasing Authority: 0	Licensure:
Revision Date:		
Revision:		

#### 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 handle the constant demands that each child requires. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Budget Responsibility

None

### 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. Good problem solving abilities. Have great communication skills when talking with staff and students. This position requires the ability to manage time and set clear healthy boundaries. Maintain a valid Class E driver's license.

### Required Education and Experience

- High school diploma or GED

### Preferred Education and Experience

- Bachelor's degree
- Education Classes
- CPR/First Aid

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

Employee: \_\_\_\_\_ Date: \_\_\_\_\_