



Position Description

Title: Teachers Assistant – Client Services Specialist (TA-CSS: I, II, Senior)		
FLSA Class: Hourly, Non-Exempt	EEO Category: Service Workers	WC Class: 9110
Job Title # TA/CSS I - 070012 TA/CSS II - 070013 TA/CSS Senior - 070014	Salary Grade: multiple	Purchase authority: N/A
Date Approved:		
Revision Date		
Revision	Licensure:	

Purpose of Position

The Teacher Assistant/ Client Services Specialist (TA-CSS) provides support to the teacher by helping with supervision, grading, planning, and to assist with other day-to-day activities in the school/classroom. The TA-CSS provides for the physical and emotional needs of the clients assigned to the cottage and facilitates a healthy group living experience. The TA-CSS participates in a multi-disciplinary treatment team in the care of clients. The TA-CSS I & II reports to the Senior TA-CSS. The Senior TA-CSS reports to the Milieu Services manager.

Major Duties (*Essential Element)

- Operates according to Great Circle’s model of care and program operations manual*
- Functions within Agency’s policies and procedures (i.e., Employee Handbook) *
- Manages youth using safe crisis management (SCM) without the need for emergency safety physical interventions*
- Role models positive behaviors and coping skills for clients, using a strength-based approach in all interactions*
- Maintains the safety and security of the clients in care and attends to their needs in a nurturing and trauma-informed way*
- Collaborates with the teacher and Milieu Services Manager in day-to-day activities

- Attends Education and cottage team meetings, departmental, treatment, and planning meetings, and other meetings for the purposes of sharing information regarding clients and to discuss other matters pertaining to cottage life
- Participates in special program components including but not limited to School in the Wilderness, Changing Prisms, community service activities, etc.
- Transports residents to and from school outings, appointments, etc.
- Supervises clients in and around the cottage area, assigns and supervises daily chores, keeps records of allowances earned and dispenses, assists with school homework, and encourages participation in recreational activities
- Administers medications and first aid per Great Circle guidelines and policies
- Keeps the cottage clean and orderly and in good repair, performs minor maintenance repairs, and through appropriate means beautifies the cottage grounds
- Evening and night supervision may include cottage checks, laundry, and other duties as explained by the supervisor
- Implements treatment plans and completes documentation as required*
- Other duties as assigned for the betterment of Great Circle

Competencies

- Judgment – makes thoughtful decisions in a timely and confident manner
- Execution & Results – adapts to change, effectively copes with the unexpected, systematically problem solves, follows-through and ensures accuracy
- Customer Focus – properly interacts with others, works independently or with a team, ethically minded
- Motivation & Work Ethic – demonstrates personal integrity by operating in an accountable, reliable, and respectful manner
- Trauma Informed – demonstrates commitment to learn and apply trauma-informed principles, as appropriate by role, and to understand impact of stress and trauma to clients, colleagues and self

Required Education and Experience

- TA-CSS I: High School diploma or equivalent and passing score on ParaPro assessment
- TA-CSS II: 60 hours of credit from an accredited university or college and a valid Substitute Teaching Certification from Missouri Department of Elementary & Secondary Education
- Senior TA-CSS: Meet all requirements of TA-CSS II, demonstrated successful experience in fulfilling the duties of TA-CSS II or similar role

Preferred Education and Experience

- Senior TA-CSS – Bachelor's Degree
- Experience work with children and families in a trauma informed environment

Other Qualifications

- Strong customer service focus
- Excellent time management
- Oral and written communication skills
- Word, Excel and email applications proficiency
- Class E driver's license with good driving record, able to transport clients

Working Conditions

TA-CSS will work in both the school/education setting, and the treatment milieu environment. Lighting and temperature adequate.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to pass SCM training and utilize techniques as taught. Must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

TA/CSS I & II – None

Senior TA/CSS - Yes

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

Employee printed name: _____

Employee signature: _____ Date: _____