

Instructional Assistant

Full-time

Mon-Fri 7am-3pm- Lunch is to be eaten with the clients for instructional time.

Starting pay: \$14/hr

Minimum requirements:

- At least 18 years old
- High school diploma or equivalent required
- Valid driver's license preferred
- 1 year of experience working with individuals with intellectual disabilities and/or autism preferred.
- Be in good health and free of mental and/or physical limitations which would interfere in dealing appropriately with the client's handicapping conditions and behavior disorders.
- Upon hire, submit to background checks, drug screen, tb test and work physical. (We are unable to hire anyone with felony convictions, abuse or assault convictions.) We are a drug-free workplace.
- Handle With Care Training upon hire and prior to first day of contact with students and maintain certification annually.
- CPR/First Aid training upon hire and prior to first day of contact with students and maintain certification.
- Upon hire, PREA and TennCare Fraud Training.

Job description

Instructional Assistants are employed to instruct clients in academic, vocational, behavior, leisure, and social skills under the direction of a certified Education Teacher or Vocational supervisory staff.

Essential Functions

- Assist the Teacher or Vocational Supervisory Staff to whom assigned in direct teaching and training of clients, management of clients, development of materials, record keeping, reporting progress and observing and charting behavior.
- Demonstrate positive interactions with clients for role-modeling and instruction.
- Utilize accepted methods of classroom discipline and behavior management techniques.
- Utilize the time between 7:00am – 8:30am or as assigned to work in the residential program preparing clients for school and maintaining the residence cleanliness; utilize the time between 8:30am – 3:00pm or as assigned for direct teaching, observing and charting behavior and performing skills assessments.
- Utilize the breakfast and/or lunch period for supervising assessing and training cafeteria behavior, manners, interpersonal relationships, and appropriate social interactions.
- Supervise clients in the residence during teacher in-service trainings.
- Instruct clients through modeling and hands-on training in eating habits, personal hygiene and care and social appropriateness.
- Maintain a clean, healthy classroom environment for all clients by performing routine cleaning.
- Complete 24 hours of in-service trainings annually.
- Complete required paperwork in a timely manner.
- Perform other essential and marginal job functions as assigned.

- This position may require use of KDS vehicles in transporting students and occasionally personal vehicles on KDS business (non-transporting) and therefore a valid class D driver's license is preferred.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Disabilities and the organization's mission
- Occupational hazards and precautionary measures.

Ability to:

- Think and act quickly in the event of an emergency.
- Accept responsibility and use good judgment.
- Deal tactfully with co-workers, clients and the general public.
- Communicate verbally and in writing, with all individuals associated with KDS.
- Kneel, bend and clean on knees; perform a therapeutic hold that requires kneeling/sitting on knees for up to 15 minutes; holding an individual for 15 minutes; move furniture and lift items that weigh at least 40 lbs.; stock shelves which includes being able to lift items over your head and stack them onto shelves; mopping, sweeping, and moving chairs, tables and appliances.
- Be present at scheduled times and dressed according to policy guidelines.
- Learn and grow on the job.
- Act as a surrogate parent to client while supporting and respecting the client and his/her family.

The King's Daughters' School is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.