

EPWORTH

Where Kids Find Strength

Job Title: One-on-One Aide
Classification: Service Workers (EEO Code 9.0)
Department: School
Reports To: Behavior Specialist
FLSA Status: Part Time/Hourly /Non-Exempt
Prepared Date: 1/18/11

Purpose: The job of the One-on-One Aide provides supervision and monitoring of specified students; assisting students by providing and developing students' adaptive and behavioral skills in accordance to developed Individual Education Plans.

Essential Duties and Responsibilities include the following.

Assist teachers for the purpose of developing behavior plans and /or developing student's adaptive and social skills.

Confers with teachers and/or appropriate personnel for the purpose of assisting in evaluation of student's progress and/or implementing student's objectives.

Implements behavioral plans for the purpose of meeting students' academic, social and daily living skills as needed.

Implements medical behavioral or safety plans under the supervision of the Special Education Teacher or Therapist for the purpose of assisting the student.

Monitors individual students classroom and/or related activities for the purpose of maintain a safe and positive learning environment.

Provides support with self-care tasks, including toileting, for the purpose of meeting students health and care needs.

Assist other personnel as may be required for the purpose of supporting them in the completion of their work.

Assisting in crisis situation including physical and verbal intervention (*see physical demands section below)

Participates in various meetings for the purpose of sharing information regarding assigned students.

Other duties as assigned or needed.

Supervisory Responsibilities: None

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High school diploma required, along with completion of at least 60 hours of college coursework, focus on education is preferred. Experience working with adolescents is required.

Language Skills: Ability to read and interpret documents such as safety rules, procedure manuals and treatment plans. Ability to write routine reports Ability to effectively speak before groups of clients or employees of the agency

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving several concrete variables in standardized situations

Computer Skills: E-mail, Microsoft Word and Microsoft Excel

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee must be able to demonstrate proficiency with restraints. Be able to get down on knees, be able to move around on floor on hands and knees, be able to carry another person's body weight to the floor (both someone of the same body size/weight and someone smaller) without assistance, be able to use both arms and hands to grasp and hold another person's body, and be able to bend at waist and tilt pelvis up.

Work Environment: Most of the work is performed in a classroom setting during school hours. When the Epworth school is not in session, work hours will not be offered (i.e. during Christmas, spring break, summer vacation).

Other: Must be 21 years of age.

*This job description is not a contract guaranteeing employment for any specific duration.

Employee Signature

Date

Agency Signature

Date