

Brother's Keeper Job Description for

Instructional Assistant

www.BrothersKeeperTN.org

Qualifications:

1. Strong written, verbal, presentation, organizational, and interpersonal skills
2. Experience in educating and training individuals with intellectual disabilities
3. Meets all of the health, physical, and screening requirements of this position

Job Goal:

To assist in providing education and training that is implemented through adaptive teaching techniques and varying methods of instruction for educational, vocational, physical, spiritual, and social developmental opportunities for participants enrolled at Brother's Keeper; to maintain a successful and growing program at Brother's Keeper.

Essential Functions:

1. Flexibility within the daily operating hours of Brother's Keeper
2. Be available and willing to assist with restroom needs of participants as identified by the Program Director or Program Instructors
3. Assist in implementing and participating in aspects of the daily routines of Brother's Keeper participants
4. Collaborate with the staff of Brother's Keeper to implement diverse and action-filled activities for all participants to attain their agreed upon and established goals
5. Communicate effectively and appropriately with parents/guardians of participants; refer appropriate inquiries and comments to the Program Director and Program Instructors
6. Be available and visible in an active manner in the classroom and activity settings for participants
7. Provide for the safety, emotional, and physical well-being of the participants and staff at all times
8. Supervise participants at all times
9. Provide proper care of the facility and the supplies of the program
10. Know and follow the safety rules and proper procedures associated with the job
11. Uphold the Brother's Keeper Faith statement while leading by example and treating others with respect
12. Perform other duties as assigned

Physical Demands:

This job may require occasional lifting and/or carrying of objects weighing up to 50 lbs., with frequent lifting and/or carrying of objects weighing up to 25 lbs. Other physical demands that may be required are as follows:

1. Lifting, carrying, pushing, and/or pulling
2. Climbing and/or balancing
3. Stooping, kneeling, and/or crawling
4. Reaching
5. Vision, correctable to 20/20
6. Talking
7. Hearing

Temperament:

1. Adaptability to perform a variety of duties, often changing from one task to another of different nature without loss of efficiency or composure
2. Adaptability to accept responsibility for the direction, control, or planning of an activity
3. Adaptability to deal with participants, parents, board members, visitors, and specialized therapists in a variety of settings and under a variety of potentially stressful circumstances
4. Adaptability to make generalizations, evaluations, or decisions based on sensory or judgmental criteria

Capacity and Ability Requirements/Skills:

1. Ability to perform a variety of duties, changing often from one task to another of different nature, without loss of efficiency or composure
2. Ability to direct, control, and/or plan activity
3. Ability to supervise a variety of people
4. Ability to convey ideas and instructions and their underlying principles
5. Ability to effectively lead others
6. Ability to communicate orally and in writing

Reports to:

Brother's Keeper Program Director as well as the Executive Director and Director of Operations who represent the Board of Directors