

Job Description: Access Arts Summer Camp Adaptive Aide

This position is temporary and seasonal, with the possibility to extend into the school year on an as-needed basis.

The dates of camp are July 1-August 16, 2024. Camps run Monday-Friday of each week. Applicants will ideally be available for the full summer schedule, though we will consider applicants who are only available for some of the weeks.

All shifts, regardless of age or media, will be either 8:00 am-1:00 pm or 12 pm-5:00 pm.

Purpose:

The job of the Summer Camp Adaptive Aide was established for the purpose of assisting individual and/or small groups of students with disabilities, alongside a lead teacher during Access Arts Summer Camp.

Essential Functions:

- Adapts classroom art activities, assignments, and/or materials under the direction of the lead teacher for the purpose of supporting and reinforcing classroom objectives.
- Communicates with teachers and other Access Arts personnel for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- Maintains classroom equipment and work area for the purpose of ensuring the availability of a safe learning environment.
- Monitor individuals and/or groups of students in a variety of settings (e.g. rest rooms, playgrounds, hallways, etc.) for the purpose of maintaining a safe and positive learning environment.
- Provides, under the guidance of the lead teacher, instruction to students in a variety of individual and group art activities.
- Monitors students' daily activities (e.g. behavior, completed assignments, on/off task times, etc.) and communicates progress with parents at dismissal.
- Models conversation, manners, clean-up activities, listening, and everyday interactions for the purpose of demonstrating appropriate social behavior in a culturally sensitive manner.

- Responds to emergency situations (e.g. injured students, fights, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the classroom.

Job Requirements:

The ideal candidates will show an ability to:

- Compassionately instruct and assist emotionally, physically, and/or mentally impaired students
- Maintain confidentiality
- Maintain composure under stressful situations; Deal with problems in a calm, professional manner
- Communicate with diverse groups
- Adapt to changing work priorities
- Work as part of a team
- Apply common sense understanding to carry out instructions
- Effectively present information in one-to-one and group situations to students
- Navigate frequent interruptions

Responsibilities:

- Assists the assigned staff member(s) in all aspects of daily programming including, but not necessarily limited to: social, academic, behavioral, and self-help growth and development
- Assists in the direct supervision of children in the assigned program as directed by the teacher or administrator (e.g. classroom assignments, lunch, recess, etc.)
- Demonstrates understanding of students' disabilities; keeps a firm hand and is courteous and fair
- Participates in physical activities which are part of the students' art program and recess activities
- Assists students in the restroom as necessary

- Demonstrates flexibility in schedule and activities throughout the day
- Demonstrates cooperation, openness for growth, and willingness to contribute in a team approach
- Communicates, collaborates, and cooperates with colleagues, supervisors, and students
- Maintain confidentiality regarding all aspects of his/her work with special education children and other staff

Education and/or Experience:

- Valid Missouri Paraprofessional Approval
- Minimum one year experience in similar position

Adaptive Aides shall be compensated \$15/hour. No withholdings will be made, and the individual will receive a 1099 form in January 2024 for tax filing purposes.

To Apply: Email Cover Letter and Resume

Lisa Franko, Assistant Director

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