

### Job Description: Access Arts Part-Time Adaptive Aide

Our mission at Access Arts is to provide creative experiences for ALL; regardless of experience, disability, financial situation, or other obstacles that may prevent students from signing up for our classes. Adaptive aides work most often in our youth programs, helping with summer camps, school's out day-long camps, Once-a-week kids; classes, and more. They also serve as one-on-one aides in adult programs when students need assistance. This position is part-time with varying hours, and it will help staff various programs year-round on an as-needed/as-available basis. The ideal candidate will have experience working with individuals with disabilities, as well as experience in various art media.

#### Purpose:

The position of Part-Time Adaptive Aide was established for the purpose of assisting individuals and/or small groups of students with disabilities, alongside a lead teacher during various classes and programs at Access Arts.

#### Essential Functions:

- Adapts classroom art activities, assignments, and/or materials under the direction of the lead teacher to the ability of the individual student 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.
- Monitors 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, social conflicts, 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
- Pass a criminal background screening
- 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 students and staff

Education and/or Experience:

- Minimum one year experience in similar position

Adaptive Aides shall be compensated \$15/hour.

To Apply: Email Cover Letter and Resume

Sarah Catlin, Executive Director

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