



The Arc Gateway, Inc. Job Description

Job Title: Program Assistant

Department: Pollak Training Center Learning Academy

Reports To: Pollak Training Center Learning Academy Department Manager

SUMMARY The Arc Gateway Learning Academy at Pollak Training Center (PTC) is a Life Skills Development III day training program for people with intellectual and developmental disabilities. The program consists of separate components that focus on life skills, workplace readiness, community inclusion along with arts and recreation. The Learning Academy Program Assistant will instruct program participants in one or more of these areas using a specified curriculum to ensure they receive meaningful and appropriate services that promote autonomy.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Oversee daily operation of classroom
- Provide and/or assist with hands-on training and support to individuals in one of the following areas: workplace readiness, daily living skills, arts and recreation, community integration
- Follow and implement the assigned curriculum for instruction of program participants
- Establish and follow meaningful learning objectives
- Employ appropriate teaching & learning strategies to communicate subject matter to program participants
- Setup & use computers, audiovisual aids, and other equipment & materials to supplement presentations
- Modify, where appropriate, instructional methods and strategies to meet diverse student needs
- Provide a safe, structured, and positive learning environment for program participants
- Monitor program participants to ensure safety
- Provide extra assistance to people requiring additional or modified instructions
- Provide behavior management intervention and support as indicated. Provide assistance with and encourage appropriate social interactions, toileting, eating, self-care, grooming, mobility, etc.
- Maintain a professional demeanor with a positive attitude, effective communication & physical appearance
- Accompany program participants on educational community visits as needed
- Assure that minimum standards from relevant agencies are observed through completion of prescribed documentation
- Assist program participants with seizures, behaviors and accidents as necessary
- Complete other duties as assigned

SUPERVISORY RESPONSIBILITIES This position has no supervisory responsibilities.

EDUCATION and/or EXPERIENCE High school diploma required. Must be proficient in oral communication and able to follow and implement a defined course of instruction effectively. Experience working with people with intellectual and developmental disabilities preferred.

CERTIFICATES, LICENSES, REGISTRATIONS Must be able to pass FDLE background screening, Department of Children and Families Abuse Registry Check, local law enforcement background check, Affidavit of Good Moral Character, & drug screen. Successful completion of CPR, First Aid, Core Competencies, Zero Tolerance, HIV, HIPAA certifications will be required. Valid driver's license with satisfactory driving record.

Beginning Salary: \$10.00/hour

Working Hours: 40 hours per week - 7:30 a.m. - 3:30 p.m. M-F

Status: Non-Exempt

The Arc Gateway, Inc. is an Equal Opportunity Employer

Rev. 10.11.18