



## JOB DESCRIPTION

<b>Position Title</b>	<p><b><i>Support Staff for After-School Care Program for kids with Neurodiversity</i></b></p> <ul style="list-style-type: none"> <li>● New Program starting Fall 2023</li> <li>● Starting with 1st-3rd, focusing on kids with neurodiversity (dyslexia, ADHD, high functioning autism...kids struggling with reading and math, executive functioning...)</li> </ul> <p><i>One opening for= 11 month position [.6 FTE] \$23,000- 26,540/year salary</i>  <i>Two openings for=10 month position [.6 FTE] \$20,500-23,028/year salary</i></p>
<b>Reports To</b>	<i>Executive Director/After School Care Manager</i>

### Job Purpose

We have received a grant to start a new free Culturally Specific After-School Care Program. The culture we are focusing on is neurodiversity. At this time, it will start with about 15-25, 1st-3rd graders.

Under the direction, and in collaboration with, After-School Care Manager (ASCM, pronounced as “Ask Em”) and additional Special Education Teacher, the Support Staff will support the implementation of specialized instruction to meet the unique needs of students (primarily with neurodiversity) in a fun after-school program that incorporates academic skills, study skills, executive functioning, and direct instruction in attributes that contribute to success. You will have access to additional Elective-type teachers, as well as consulting with a therapist and/or behavioral specialist. This program is not meant for kids with severe behavioral issues, but there may be some impulsivity issues, a few tantrums, etc.

Samara’s motto is, “Soar with your strengths; manage your weaknesses.” We do not want kids to work on what they are not good at all day long, so games, art/crafts, field trips... will be a significant part of the program. However, we also want to provide continued support through direct small group/tutoring, phonological games, keeping a checkbook to buy things at the “store,” etc. It will be a great additional opportunity to help kids find their pathway to success.

### Duties and Responsibilities (*including, but not limited to*)

#### ALL EMPLOYEES

- Follow FERPA, IDEA, 504 Plans, and HIPPA, which are U.S. legislations that provide data privacy and security provisions for safeguarding information.

## SUPPORT STAFF FOR AFTER-SCHOOL CARE PROGRAM

- Under the direction of the ASCM and special education teacher support and implement a balanced after-school program that addresses children's challenges (academic, executive functioning, social/emotional) with opportunities to Soar with their strengths, learn new skills, explore, create, and have fun!
- Monitor and assess students' baselines and progress.
- Determine the need for additional reinforcement or adjustments to instructional techniques, as well as be proactive to ask for assistance when needing insights, a different viewpoint, etc.
- Establishes and maintains student control and discipline in the classroom, on school premises, or during school activities.
- Implements a program structure and consistency to encourage student responsibility, cooperation, and mutual respect consistent with Samara's policies and procedures.
- Schedules team meetings and works cooperatively with child study team members and others in developing instructional goals and strategies.
- Creates a positive learning experience with emphasis on individualized instruction using appropriate sources including technology.
- Provide direction, supervision, and evaluation of teen mentors.
- Complies with Samara's Board's policies and all state/federal rules and regulations.
  - Including, but not limited to, those for an After-School Care program.
- Assist the ASCM in completing all Samara, funder, district, and state reporting requirements.
- Potentially pick up students from their home schools to be delivered to Samara for the after school care program, as well as on field trips. At this time we do not have company cars, but that is one of our goals. We do have funds to rent a van for a limited amount of days. We do reimburse the going rate for mileage/gas.

### **Knowledge Skills and Ability Required:**

- Ability to pass a fingerprint background check
- Good DMV Record & Car insurance
- High School diploma or equivalent.
- Ability to effectively analyze needs and problems objectively.
- Ability to establish and maintain effective working relationships with children, students, parents, staff, administration, and the general public.
- Must have the ability and proven ability to report to work on a regular and punctual basis.
- Manage, monitor, and collaborate with other staff
- Ability to use Google Drive products (Google Docs, Google Sheets, etc.)
- Ability and willingness to act in a manner in consideration of health-sensitive staff, students, and their immediate families, such as having up-to-date vaccines (such as MMR,...) and testing (such as for TB).
  - Exceptions, such as recently having a bone transplant, will be accepted.

**Knowledge Skills and Ability Recommended:**

- Knowledge/Experience of the principles and methodology of effective teaching of students with disabilities, especially, but not limited to,
  - learning disabilities (dyslexia, dysgraphia, dyscalculia),
  - ADD/ADHD
  - high-functioning Autism.
  - Anxiety
  - trauma
- Knowledge of After-School Care rules, regulations, and procedures; ability to establish and maintain standards of behavior. (or at least the ability to quickly learn and implement).
- Ability to deliver and articulate oral presentations and written reports.
- Current Oregon Special Education teaching license.
- Experience with mentorship.
- Collaborative Problem Solving training
- Trauma informed care training
- Have elective-type skills, such as, but not limited to, art, music, video, and computer coding.
- Grant writing and fundraising experience
- Knowledge of relevant technology including the use of technology such as i-pads to individualize instruction.
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**Benefits**

- School holidays off

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to sit for long periods of time, as well as to talk and/or hear. The employee must regularly use hands and fingers to handle or feel; reach with hands and arms. Specific vision abilities required by this job include close and distance vision. The employee must lift, carry and move a minimum of 10 pounds on an occasional basis. Must be able to type on a computer keyboard and use a computer monitor frequently and regularly. Although unlikely, the position has the potential to require some degree of physical interaction with students who have difficulty controlling physical behavior.

<b>Approved by:</b>	<i>Heather Chatem M.A., Center Director</i>
<b>Date approved:</b>	<i>07/05/2023</i>
<b>Reviewed:</b>	

