

One to One Aide

Position Summary:

Reports to the Director of Education and Assistant Principal and is responsible for providing support to students with special needs.

Position Responsibilities:

In a manner consistent with CHK's Mission Statement and applicable laws and regulations, an employee in this position shall:

- Responsible for supporting assigned student both academically and behaviorally
- Must remain in close proximity to assigned student
- Reviews and carries out services and accommodations as outlined in students' Individual Education Plan (IEP) and Behavior Intervention Plan (BIP)
- Works with students on an individual basis in all academic areas and on tasks as directed by the classroom teacher
- Assists residential staff during transitions to and from school
- Communicates with colleagues, supervisors, parents, and residential staff as needed regarding student progress
- Performs other duties as assigned by administration such as breakfast duty, ISS duty, and bus duty
- Reports incidents as needed and in compliance with school protocol
- Implements Therapeutic Crisis Intervention (TCI) techniques effectively and consistently
- Participates and promotes the school's Positive Behavior Interventions and Supports (PBIS) program
- Attends all trainings and meetings as required by administration
- Perform other related duties as required

Essential Skills and Experience:

- Ability to speak, read, and writes English fluently, which allows full communication with agency staff and 3rd parties.
- Possess a valid driver license with a driving record acceptable to CHK's insurance carrier and possess the ability to drive agency vehicles to other agency sites and places for training purposes.
- Ability to use sound judgment while following agency policies, practices and procedures.

Education, Training, & Experience:

- High School diploma or equivalent
- Successful completion of TCI course and yearly recertification
- Ability to work with diverse populations

Physical Demands & Work Environment:

- Prolonged sitting/standing/walking
- Ability to lift 50 pounds