

Children's Unit for Treatment and Evaluation
Dr. R.G. Romanczyk, Director
P.O. Box 6000
Binghamton University
Binghamton, NY 13902-6000

Teacher's Aide Position Description

This position is with the **Research Foundation of SUNY**

TRAINING, KNOWLEDGE, EDUCATION, EXPERIENCE, OR SKILLS

Required Qualifications:

- High school diploma.

Preferred Qualifications:

- College degree or course work in education or psychology desired.
- Experience working with children diagnosed with autism spectrum disorders

ORGANIZATIONAL POLICIES

- Must be able to demonstrate, via written exam, competency on Unit policies and procedures as presented in Staff Manual.
- The exam must be passed, (proficiency \geq 90%), within the first month of employment. Failure to do so results in immediate probation. If the exam is not passed by the end of the 2nd month of employment, employment status will be affected. Exams will be administered a maximum of 3-times per employee.
- Per State Education Department regulations all employees are subject to clearance through the State Central Register of Child Abuse / Maltreatment and fingerprint supported criminal history background check.

JOB RESPONSIBILITIES

- A. Assist teachers in providing instruction and care to children enrolled in the Children's Unit.
 - 1. implement individualized educational programs
 - 2. must have the physical strength, speed and agility to assure child safety, this includes:
 - a. capability to lift and carry a 50-pound child a minimum distance of 100 feet
 - b. able to quickly move from floor sitting position to running to retrieve a child who may run away
 - 2. objectively evaluate child behavior and performance
 - 3. teach self-help and/or caring for daily living skills i.e., toileting, eating
 - 4. relate well to children.
 - 5. provide a warm, supportive relationship with children
 - 6. treat each child with dignity and respect
 - 7. ensure the physical safety of the children and fellow staff members
 - 8. accept feedback non-defensively and act on same in timely manner
 - 9. assist with computer aided instruction as requested
- B. Assist teachers in the development of instructional materials.
 - 1. make and/or organize necessary materials i.e., flash cards, pictures, worksheets
 - 2. generate novel materials based on child characteristics and/or needs
- C. Actively participate in the organization and maintenance of the classroom environment.
 - 1. organize materials and monitor the availability and condition of classroom materials
 - 2. maintain neat and clean classroom (clean desks, reshelve books, etc.)
 - 3. decorating bulletin boards, etc., as appropriate for time of year, lesson content, etc.
 - 4. maintain hygienic standards (cleanliness, food storage and preparation, etc.)
- D. Assist in the organization and monitoring of Unit supplies and materials.
 - 1. assist in routine inventory,
 - 2. assist in storage of supplies and materials
 - 3. assist in distribution of supplies and materials
- E. Assist with the wide variety of day-to-day activities necessary for the smooth functioning of the Children's Unit.
 - 1. help escort children to and from busses
 - 2. shop for food and pick up supplies from local vendors
 - 3. assist in reorganizing furniture and other periodic maintenance tasks
 - 4. launder clothing soiled by activities.
 - 5. learn and utilize basic functions on Unit computer system
 - 6. participate in in-service training
 - 7. participate in staff/parent meetings as requested

EXPECTATIONS

- The ability to maintain professional conduct.
- The ability to work cooperatively in a team teaching environment.
- Participate in all habilitative, self-help and behavioral intervention programs as requested.
- Good organizational skills.

LEVEL OF SUPERVISION: Teacher's aides will be supervised by the special education teachers and periodically observed and evaluated by both the Director of Educational Services and Director of Psychological Services. In addition, consultation on program development, data evaluation and related responsibilities will be held weekly. Excellent experience for graduate school applicants and those preparing for the BCABC exam.

ENTRY LEVEL ANNUAL SALARY: \$16,500

HOURS: Monday, Wednesday, Thursday – 8:30AM-4:00PM, Tuesday – 8:30AM-4:30PM, Friday – 8:30AM-3:30PM

Full time position includes full benefits package through the Research Foundation of the State University of NY.

Three letters of recommendation are required upon being hired.