

Special Needs Assistant Part-Time

SUMMARY OF RESPONSIBILITIES

The Special Needs (SN) Assistant works closely with the Special Needs Coordinator, assisting with the child observation process, coordinating the volunteers, delegating tasks, recruiting, and training for the SN program. Assists in the SN room, monitoring and interacting with the SN children and coordinating the environment components, activities, safety and tools required.

The incumbent must perform all job duties as outlined in this job description to support ongoing mission of the church while committed in accordance with the *Baptist Faith and Message (2000 edition)*.

ESSENTIAL DUTIES

- Assists the ministry leaders by observing children in different environments who are exhibiting signs of a SN (learning or behavioral), reporting findings to the SN Coordinator. Meets with parents along with the SN Coordinator to develop an individualized plan if needed. (app. 30%)
- Assists with coordinating the volunteers in the SN program during the weekend services, making sure the SN children who come regularly have their one-on-one volunteer. Works as a back-up as needed. (app. 50%)
- Works with the SN Coordinator in the SN room, during specific hours, with children who do not do well in the children's environments; providing activities and care as needed. (app. 20%)
- These duties are subject to change as church needs and strategies evolve. Employee may be required to perform other duties.

EDUCATION/TRAINING

- A minimum of a high school diploma and some college courses in education is required.
- College degree in education or related field is preferred.
- Completion of SN enrichment classes is preferred.

EXPERIENCE

Must have a minimum of 1 to 2 years of experience in the following areas:

- Working or volunteering in a children's environment
- Working with special needs.

REQUIRED SKILLS

- Communication and organizational skills
- Positive temperament and professionalism
- Ability to deal courteously with the public.

PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following physical demands:

- Sitting, lifting, carrying, pushing, and/or pulling; stooping, kneeling, crouching, and/or crawling.
- Quick reaction with movement.
- Must be able to lift 25-30 pounds.

WORKING CONDITIONS

- 100% inside