

## **Instructional Assistant**

[www.BrothersKeeperTN.org](http://www.BrothersKeeperTN.org)

### **Qualifications:**

1. Strong written, verbal, presentation, organizational, and interpersonal skills
2. Experience in educating and training individuals with intellectual disabilities
3. Meets all of the health, physical, and screening requirements of this position

### **Job Goal:**

To assist in providing education and training that is implemented through adaptive teaching techniques and varying methods of instruction for educational, vocational, physical, spiritual, and social developmental opportunities for participants enrolled at Brother's Keeper; to maintain a successful and growing program at Brother's Keeper.

### **Essential Functions:**

1. Flexibility within the daily operating hours of Brother's Keeper
2. Be available and willing to assist with restroom needs of participants as identified by the Educational Director or Program Instructors
3. Assist in implementing and participating in aspects of the daily routines of Brother's Keeper participants
4. Collaborate with the staff of Brother's Keeper to implement diverse and action-filled activities for all participants to attain their agreed upon and established goals
5. Communicate effectively and appropriately with parents/guardians of participants; refer appropriate inquiries and comments to the Educational Director and Program Instructors
6. Be available and visible in an active manner in the classroom and activity settings for participants
7. Provide for the safety, emotional, and physical well-being of the participants and staff at all times
8. Supervise participants at all times
9. Provide proper care of the facility and the supplies of the program
10. Know and follow the safety rules and proper procedures associated with the job
11. Uphold the Brother's Keeper Faith statement while leading by example and treating others with respect
12. Perform other duties as assigned

**Physical Demands:**

This job may require occasional lifting and/or carrying of objects weighing up to 50 lbs., with frequent lifting and/or carrying of objects weighing up to 25 lbs. Other physical demands that may be required are as follows:

1. Lifting, carrying, pushing, and/or pulling
2. Climbing and/or balancing
3. Stooping, kneeling, and/or crawling
4. Reaching
5. Vision, correctable to 20/20
6. Talking
7. Hearing

**Temperament:**

1. Adaptability to perform a variety of duties, often changing from one task to another of different nature without loss of efficiency or composure
2. Adaptability to accept responsibility for the direction, control, or planning of an activity
3. Adaptability to deal with participants, parents, board members, visitors, and specialized therapists in a variety of settings and under a variety of potentially stressful circumstances
4. Adaptability to make generalizations, evaluations, or decisions based on sensory or judgmental criteria

**Capacity and Ability Requirements/Skills:**

1. Ability to perform a variety of duties, changing often from one task to another of different nature, without loss of efficiency or composure
2. Ability to direct, control, and/or plan activity
3. Ability to supervise a variety of people
4. Ability to convey ideas and instructions and their underlying principles
5. Ability to effectively lead others
6. Ability to communicate orally and in writing

**Reports to:**

Brother's Keeper Educational Director as well as the Executive and Program Directors who represent the Board of Directors

## What We Do at Brother's Keeper

### Educational and Enrichment Programs including but not limited to the following:

1. **Functional Academics**- Reading, writing, functional math, maps, counting, and money with the goal of continued development and practice of basic skills at each participant's appropriate level
2. **Computer Lab** - Online, icon, and keyboarding skills provided through educational software programs to reinforce and provide variety in learning opportunities
3. **Enterprises and Basic Job Skills** - Providing opportunities for participants to further develop skills through practice and discovery as outlined in Individualized Plan goals
4. **Social Awareness and Etiquette** - Providing experience and relevant settings for participants to practice and demonstrate appropriate social skills and etiquette with peers and others
5. **Physical Exercise, Health, and Wellness** - Providing daily physical exercise with necessary adaptations for safety and success; Providing educational opportunities to further participant's understanding of choices impacting their general health and wellness
6. **Nutrition** - Providing opportunities through meal and snack time for participants to experience and work toward the goals from their Individualized Plan
7. **Daily Life Skills** - Offering learning in life skills within the realm of a school or work day
8. **Art and Leisure** - Providing opportunity to explore options and expand skills
9. **Vocational** - Preparing the participants with skills to create business enterprises on campus
10. **Devotions and Bible Lessons** - Incorporating the Faith Statement in all activities while dedicating specific daily time for devotions, grace before mealtime, and prayers

### Therapies:

Some therapies may be provided at a program level to all participants. Others may be unique and supported at the individual level.

1. Speech Therapy
2. Occupational Therapy
3. Music Therapy
4. Therapeutic Horseback Riding
5. Physical Therapy
6. Art Therapy
7. Recreational Therapy

### Possible Business and Social Enterprises:

Coaching, supervision, and assistance will be tailored to the participant's skill level. Revenues generated will be redirected back into the program.

1. Horticulture and woodworking
2. Food packaging and baking (cookies, dog biscuits)
3. Ceramics and handcrafts, including greeting cards
4. Dog Toys

