

PROGRAM ASSISTANT

Qualifications: High school diploma, five years life experience after high school, and successful experience working with children.

Responsibilities: Program Assistant will assist with the implementation of students' educational programs:

- Assist Special Educators, Teachers, and Special Education Specialists in providing academic instruction and educational services by:
 - Supporting, carrying out and reinforcing teacher-directed/planned lessons
 - Using appropriate strategies to promote successful learning
 - Collecting and maintaining accurate data and notes, and filing them in designated areas.

- Provide supervision (observe, intervene, support) to students regarding:
 - Students' emotional states
 - Behavioral strategies as identified in the students' IEP
 - Behavior Support Plan and other NSM plans
 - Use of Handle With Care strategies.

- Assist with daily living tasks, as needed, including toileting, hygiene, feeding, and management of personal belongings. This may require heavy lifting.

- Transport students, as needed.

- Help maintain a clean and orderly workspace for all students that is conducive to learning.

- Come prepared for regular scheduled supervision meetings, to discuss ideas related to educational strategies, materials, behavior support, and data results.

- Participate in NSM trainings.

- Comply with all policies and procedures as set out in NSM Employee Handbook and Handbook for Students and Families or as otherwise communicated by NSM including:
 - Comply with all mandated reporter requirements under Vermont law and report as follows:
 - Suspected child abuse or neglect must be reported immediately to the NSM Director and within 24 hours to the Department of Children and Families (DCF) on the Child Protection page of its website or otherwise; and

- Suspected abuse, neglect or exploitation of a vulnerable adult must be reported immediately to the NSM Director and within 48 hours to Adult Protective Services.
- Complete other duties as assigned by your supervisor.