



**TRANSITIONS LIFE CENTER &
COMMUNITY, INC.
3360 Northwest Gainesville Rd.,
Ocala, FL
352.877.8999**

POSITION: THRIVE INSTRUCTIONAL ASSISTANT

Position Summary: The primary duty of a teaching assistant for special needs adults is to support the instructor in charge of the classroom. This is a direct care position. Assistant will help instructors with classroom activities and management of behaviors. Assistants share in the personal care, mobility and safety of the members. Assistants also help maintain a clean, hygienic and safe environment. The Assistant is directly supervised by the Lead Instructor and the Program Administrator(s).

Primary Duties and Responsibilities: Note: These examples are intended only as illustrations of the various types of work performed in the Instructor position. The omission of specific statements of duties **does not exclude** them from the position if the work is similar, related, or a logical assignment to the position.

- Assist instructional staff in presenting lessons and activities - ie. life, social, and vocational skills.
- Assist members with classroom activities.
- Assist instructional staff with behavior management of members.
- Assist with food preparation for members.
- Assist members with personal needs such as feeding and toileting.
- Aid members with assistive technology and augmentative communication devices/tools.
- Responsible for maintaining the physical environment which includes: removing trash, clearing tables, placing tables, chairs and equipment back to designated places and light cleaning.
- Communicate effectively with members, instructors, other staff, and parents/guardians.
- Perform related duties as assigned.

Skills and Abilities:

- Ability to perform work accurately and thoroughly.
- Ability to communicate effectively with others orally and in writing.
- Ability to deal proactively with work-related challenges.
- Ability to work effectively with peers, administrators and others.



Physical Requirements: Potential for heavy work – Exerting 50 to 100 pounds of force occasionally, and/ or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Must have the ability to lift members with assistance from another staff person. The omission of specific statements of duties does not exclude staff from performing physical activities outside the list of job functions.

- Physically aid members with caring for personal needs such as feeding and toileting.
- Physically aid members with mobility, mobility equipment and positioning with assistance of another staff person.

Working Conditions: Indoors/outdoors - the assistant is subject to/and expected to engage in both environmental conditions. Activities occur inside and outside.

Position Qualifications:

- Minimum of a high school diploma or an equivalency diploma. Associate of Arts preferred.
- Experience with adults with intellectual/developmental disabilities in an educational or care facility serving the special needs population.
- First Aid Certification
- CPR Certification
- Medication Administration Certification (preferred)
- Desire to assist adults with special needs in learning and social settings
- Ability to work as part of a team
- Organized, creative and a problem solver
- Emotional maturity and stability
- Computer skills to include ability to input and retrieve information.
- Satisfactory results of a local, state and federal background screening
- Satisfactory results of a drug screening

Terms of Employment: THRIVE Instructional Assistant is part-time, hourly position. There is a 60-day probation period. After the probation period, employment can be terminated with just cause. The THRIVE Instructional Assistant will be subject to an annual evaluation to determine if employment agreement will be renewed in the subsequent year.

Salary and Benefits: The THRIVE Instructional Assistant salary is \$11:50 - \$12.50 per hour for approx. 35 hours per week. Benefits available.