**Student Instruction and Behavior Assistant**

**Service Site:** Pattison’s Academy

**Service Site Address:** 721 Wappoo Road Charleston, SC 29407

**Site Supervisor/Title:** AmeriCorps Director

**Service Position Type:** Quarter Time (450 hrs)

**Term of Service:** January 1, 2024 - July 31, 2024

**Average Weekly Service Hours:** 15-30 hours per week

**Program Overview**

Pattison’s Academy is a nonprofit with the mission to unlock the potential of individuals with disabilities and empower their families. Located in Charleston, South Carolina, we provide individualized, comprehensive, year-round programing for children with disabilities through our charter school, summer camp, therapy services and early intervention services. Our collaborative model puts the child at the center of care and surrounds them with a team of specialized supporters. By consolidating their care network, we provide one-stop to the tools necessary for the child to unlock their potential.

**AmeriCorps Member Position Overview**

The Student Instruction and Behavior Assistant (SIBA) will be responsible for providing one on one support and interventions to students in the classroom. They will intentionally focus on student IEP goal attainment and behavior interventions. The SIBA will document and track the progress of each student as they work on their IEP and behavior goals. The SIBA will complete educational performance measures, checkpoints, and testing with the students. SIBA will support the development and implementation of behavior plans for students.

**Minimum Qualifications**

* Be at least 17 years of age or older
* Have or be working towards a high school diploma or its equivalent
* Be a citizen, national, or lawful permanent resident alien of the United States
* Satisfy the National Service Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202.

**Essential Functions**

* Complete Adult and Pediatric CPR/First Aid certification
* Complete training and competencies with Nursing staff on daily health needs, nutrition, administration of tube feeding, and seizure protocols.
* Complete Pattison’s Academy Staff trainings and competencies covering topics such as HIPAA, FERPA, Body mechanics, lifting/repositioning students, use of the TRAM and Hoyer lifts, blood borne pathogens, tube feeding, data collection, communication systems, and behavior interventions.
* Complete AmeriCorps orientation to understand the requirements and expectations of the AmeriCorps service year, responsibilities, and prohibited activities
* Attend scheduled AmeriCorps professional development and training days when direct service is unavailable to service member (e.g. Inservice school days, Spring Break, Summer break)
* Provide one on one support and interventions to students, focusing on student IEP goal attainment.
* Use the Goal Attainment Scale model to document and track the progress of each student as they work on their IEP goals.
* Review each child’s IEP Binder weekly to make sure all IEP goals have been worked on each week.
* Complete monthly and quarterly educational performance measures, checkpoints, and testing with the students
* Collaborate with teaching staff to create deliverables for families to work on student IEP goals outside of school and camp.
* Review each student and camper’s Behavior Plan to identify each of their needs and recommended interventions
* Using ABA, the service member will observe, document, and track students’ and campers’ behaviors in classroom, therapy, community, group and one on one settings
* Document any and all interventions used with a student or camper and their response to the interventions
* Collaborate with BCBA and service team to create educational deliverables to provide to families
* Collaborate with BCBA and his team to educate families on intervention implementation strategies outside of the school and camp settings
* Compile, analyze and format data collected on outcome measures identified by Pattison’s Academy to present to stakeholders
* Execute best practices in safety standards recommended by the school’s local health partner (MUSC) and the CDC
* Complete weekly AmeriCorps timesheets in America Learns System each Monday by 12pm.
* Complete quarterly performance evaluations with AmeriCorps Coordinator
* Participation in September 11th Day of Remembrance and/or Martin Luther King Jr. Day of Service events may occur on the weekend or during holidays and include activities outside of the scope of typical day-to-day functions.

**Additional Responsibilities**

Although not essential position functions, the Student Instruction Assistant service member may be responsible for the following as needed:

* Support Pattison’s Academy staff with toileting and changings of students and campers
* Support Pattison’s Academy staff with lifting, repositioning, and transporting students and campers
* Participate in planning of AmeriCorps service or training days
* Assist in supporting recruitment of volunteers and new service members
* Participate in outside service activities approved by the Program Director

**Physical, Emotional, and Intellectual Demands**

The following competencies are important in helping the AmeriCorps Member perform the essential duties of this position successfully:

* Flexibility – The ability to adjust to and thrive in a complex and changing environment; handles challenges with care and thoughtfully responds in the face of adversity or conflict.
* Ability to Work Independently – The ability to be a self-starter and accomplish tasks independently and without constant direct supervision
* Ability to Multi-Task – The ability to handle multiple tasks and assignments; prioritizes more critical functions while maintaining a good handle on others; reports promptly any barriers to task completion and allows ample opportunities for a supervisor to adjust deadlines
* Results-Oriented Thinking and Behavior – A genuine concern for effectiveness. Possesses the desire to get the service done with excellence; mentally, is focused on getting the best results for actions taken; does not settle for mediocrity.
* Awareness and Sensitivity to the External Environment – Situational awareness; is aware of the organizations that they represent, including the United Way Association of South Carolina, South Carolina Service Commission, AmeriCorps, and the host site's position in the community and the effect of their words and actions on that position; demonstrates savvy in dealing with agencies, volunteers and donors; is promoting and affirming in conversations about and on behalf of those organizations.
* Physical Activities:
  + Manual Dexterity: Picking, pinching, typing, or otherwise serving, primarily with fingers rather than with the whole hand or arm as in handling.
  + Communicating: Expressing or exchanging ideas. Activities must convey detailed or important spoken instructions to others accurately, loudly, or quickly.
  + Listening: Ability to receive detailed information through appropriate communication.
  + Lifting/repositioning: with correct body mechanics, ability to lift up to 50lbs independently and ability to lift up to 80lbs with assistance from other staff or service members and
  + Mobility: Ability to move and navigate the school for long periods of time
* Visual Acuity: Member must have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or expansive reading.
* Service Conditions: Member is subject to both inside and outside environmental conditions.

**Benefits**

* The living allowance for this position is distributed on a twice a month basis (the 15th and last day of each month) and may not exceed **$5,455** for the term of service.
* This position is eligible for an Education Award up to **$1,824.07.** Please visit <https://americorps.gov/members-volunteers/segal-americorps-education-award> for additional information on the education award.
* Opportunities for professional development and training

**This program is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.**