



HIGH 5, INC.
EDUCATION · ATHLETICS · COMMUNITY

Job Title: ADT Instructor Assistant (Part-time)

Department: ADT Trident

Position Summary:

The High 5 Trident ADT program Instructor Assistant plays a key role in supporting clients through personalized instruction assistance, care, and advocacy within the Trident ADT Program. This role is responsible for understanding and utilizing client information to ensure safe, goal-oriented, and person-centered support. This position requires close collaboration with ADT instructors, families, guardians, and interdisciplinary teams to deliver individualized care and promote client independence and individual success. The Instructor Assistant works as part of an integral team to strengthen the Trident ADT program and the community. This role requires a candidate that is enthusiastic and energetic; displays great customer service; exudes creativity, can solve problems quickly, and is able to multi-task in an adaptive classroom setting. The Instructor Assistant role will collaborate closely with the Lead Instructor to support the learning objectives of the program and is under direct supervision of the ADT Site Director and ADT Regional Director.

Duties and Responsibilities:

- Responsible for creating and maintaining a warm, encouraging inclusive environment for learning and growth
- Assist in teaching functional life skills, vocational skills, and community safety/navigation to promote client independence
- Provides one-on-one instructional support; Tutors clients individually or in small groups to reinforce lessons introduced by the ADT instructor
- Responsible for tailoring instruction, under the supervision of the ADT Instructor, to individual function and capabilities, in accordance with the client's current support plan in place
- Assist in the implementation of specific educational strategies, behavioral plans, and academic goals outlined in the client's support plan.
- Responsible for the use of positive reinforcement and approved behavior management techniques to address challenging behaviors and promote social skills
- Assist clients with disabilities in mobility, provide clients with assistance during toileting incidents, feeding set up, and/or assistance with client's hygiene needs
- Observe and record data on client progress, behavior, and performance to assist the ADT instructor in daily, weekly and monthly assessments
- Prepare classroom materials, organize learning centers, and adapt materials to fit individual client needs
- Maintain client confidentiality and adhere to HIPAA and privacy protocols, High 5 policies and procedures, and APD regulations
- Ensure all environments are safely adapted to meet Level 3 safety and supervision standards, such as, but not limited to, maintaining required staff-to-client ratios of 1:10
- Follow all safety protocols during pick-up/drop-off, outings, and daily activities and High 5 ADT Instructors and Instructor Aides are responsible for remaining aware of each client's emergency response plan (e.g., risk for seizure or elopement, severe allergic reactions, etc.)

Qualifications:

- Pre-employment Level 2 criminal background screening (Required)
- High school diploma or GED (Required)
- First Aid, CPR and AED certification (Required) **Training will be offered by High 5, if necessary*
- APD training (Required) **Training will be offered by High 5, if necessary*
- Proficiency in Microsoft office and use of smart board technology (Required)
- Knowledge of behavioral intervention strategies and RBT Certification (Preferred)
- Experience with Adult Day Training (ADT) (Preferred)
- College degree in special needs education, psychology, social services or other healthcare degree (Preferred)

Skills:

- Enthusiastic, patient, empathetic and caring; supportive, responsible, and committed to assisting the program to achieve its highest level of performance and impact
- Strong communication and critical thinking skills: ability to multi-task, prioritize tasks and delegate when appropriate
- Strong verbal and written communication skills; Communicates effectively and professionally with all levels of personnel and clients
- Ability to solve problems and apply critical thinking and observation through daily/stressful situations, while maintaining professionalism, patience, and empathy in all interactions
- Detail-oriented and organized

Expectations:

- Must be dependable, punctual and able to uphold the job hours and requirements
- Expected to be flexible and adapt to the dynamic needs of the clients
- Must be culturally sensitive and accepting of all clients, parents, and staff without regard to race, creed, abilities, religion, socioeconomic status, or sexual orientation
- Must demonstrate a commitment to High 5's Mission and Core Values, and you will be expected to model, reinforce and abide by High 5's core values, policies, and procedures
- Build positive, meaningful, and caring relationships with clients, their families, High 5 staff and community partners
- Must be a collaborative team player with strong morals and ethics

I have reviewed the above job description and hereby attest that I can meet all the requirements outlined. I also acknowledge that the above job description is not all encompassing and High 5 reserves the right to change these duties at any time during my employment.

Employee Signature: _____ Date: _____

- **Location:** Variable, High 5 Main Site or Off-Site Location
- **Shift:** Monday through Friday
- **Type:** Part-time (Up to 35 hours per week)
- **Compensation:** Competitive hourly pay based on experience
- **Benefits:** May include 401(k) plan