



Engaging communities. Empowering individuals.

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| Action Pathways, Inc. Job Vacancy Announcement | | |
| Title | Type | Date Opened |
| Special Needs Assistant | Full Time/ Non Exempt | 11/3/2017 |
| Department/Location | Entry | Date Closed |
| Head Start/TBD | \$8.80 to \$9.71/hr. | Open Until Filled |

*Varies on education

Required Education & Experience:

Associate's Degree in Special Education, Early Childhood Education or Social Work with 2 years supervised experience with special needs children or equivalent combination of education and experience.

Conditions of Employment;

Background check with state and Federal law enforcement agency required. Selected applicant must submit to a pre-employment substance abuse screening test and receive a negative result for the use of drugs and alcohol as specified in agency policies. Must submit and receive negative results for random testing of same. Applicant must have and maintain a valid NC driver's license with an acceptable driving record and proof of insurance. Must be able to pass a post offer physical examination.

Action Pathways, Inc. is an "at-will" employer. Either the employee or Action Pathways, Inc. may terminate the employment arrangement at any time, with or without cause.

Management has the exclusive right to alter this job description at any time without notice. The job description or announcement is not an employment agreement or contract.

General Duties & Responsibilities:

Provide disabilities and mental health support services through specialized and one-on-one assistance for children who have been suspected of or diagnosed with a special need; . Provide support and modeling for the classroom teacher with children exhibiting atypical behaviors or developmental delays that may interfere with classroom environment.

- Collaborate with the Special Needs Coordinator, classroom teacher and family support team to support the needs of each child with special developmental, behavioral or learning needs.
- Implement services and activities designated on the child's individual educational program to ensure the child receives an inclusive experience.
- Assists in formulating a plan of action to address atypical behaviors and Learning Accomplishment Profile deficits.
- Prepare ongoing documentation and maintain records on child's behavior and development needed to initiate the Head Start referral process for special needs or mental health services.
- Aides the child to improve educational and emotional development, provide consistent positive reinforcement to facilitate the learning environment.
- Assists in developing and maintaining a safe, healthy and nurturing environment in the Head Start classroom, center, and playground in accordance with NC Day Care regulations.

Knowledge:

Applicant must be able to:

- Annual physical and negative TB test, CPR and First Aid Certifications.
- Valid driver's license and own transportation.

Preferred:

- Crisis Prevention/Intervention certification (CPI).
- Ability to speak Spanish as a second language.

How to Apply:

Applications may be obtained at Action Pathways, Inc., 316 Green Street, Fayetteville, NC or download an employment application at www.actionpathways.ngo. Applications and resumes must be received by 4:00 pm on the application closing date listed in the announcement. Please direct all applications to the attention of Human Resource Department.

"An Equal Opportunity Employer"
Action Pathways, Inc. hires only United States citizens and lawfully authorized aliens who are in compliance with the
Immigration Reform and Control Act.