**ADA Student Assistant**

**Job Description**

Date: 11/30/2022

Department: ADA

Reports to: Director of ADA

Position Summary/ Purpose:

**The ADA Student Assistant will be responsible for providing assistance for students**

***Essential Responsibilities:***

* Support university student with physical needs to accomplish manual tasks
* Support university student in creating instructional tools as well as implementing those tools in classroom activities/instruction
* Collaborate with program coordinators, advisors, faculty and staff on meeting the needs of candidates and facilitating their program completion
* Communicate effectively with faculty, staff, students and Cooperating district employees
* Impart philosophy of “Equal Opportunity, Independence and Realization of Individual Potential” to student and others in the classroom environment
* Maintains confidentiality of information relating to individuals in accordance with policy
* Assists the student(s) throughout the day as directed by the ADA coordinator guidelines and support plans
* Functions as a positive, contributing member of the classroom team
* Attends appropriate meetings as determined by the professor and ADA Program Director
* Assists in maintaining order and cleanliness of classroom, equipment and supplies
* Demonstrates a consistent, nurturing manner toward all
* Adheres to the policies and procedures as well as department guidelines of North Park University as well as the policies and procedures of cooperating district if in a clinical placement
* Performs other duties at the discretion of the ADA Program Director or his/her designee.

***Essential Qualifications:***

* Bachelors degree preferred
* Able to lift 25 lbs.
* Able to perform physical tasks in a typical Pre K – 12 classroom environment
* Skills in collaboration, organization, and communication
* An ability to communicate effectively (oral and written) with students, administrators, faculty, staff, and outside constituencies
* An orientation to detail and precision
* Computer skills
* Possess a clear understanding and personal commitment to North Park University’s mission of Christian higher education.

Compensation: $18/hour