



Special Education Teacher Assistant/Job Coach

Full-Time or Part-Time Available

Location: Madonna School & Community-Based Services | 6402 N. 71st Plaza | Omaha, NE 68104 | 402-556-1883

Reports to: Director of Programs & Special Education Teacher

Direct Reports: None

Internal Peers Include: Other Teacher Assistants/Job Coaches

Madonna School & Community-Based Services, which executes an innovative instructional model focused on maximizing each student's individual development and preparation for career & life, seeks a highly qualified Teacher Assistant/Job Coach for a full-time position. The Special Education Teacher Assistant/Job Coach will support the Special Education Teacher in coordinating and executing evidence-based learning strategies and interventions to support the development of students with mild to moderate intellectual and developmental disabilities. The Special Education Teacher Assistant/Job Coach will be adept at following the written daily lesson plans of the Special Education Teacher aimed at building students' core academic, functional academic, behavioral, career & life skills. The Special Education Teacher Assistant/Job Coach will be pivotal in supporting student learning within the classroom and the community, as well as providing general administration & technical support to the supervising Special Education Teacher.

Madonna's programs include:

- **PK-8 Education** with on-site experts at our two partner schools, St. Pius/Leo, and St. Robert Bellarmine.
- **Secondary Education** with core and functional academics, pre-vocational instruction, community-based learning experiences and many extra-curricular activities.
- **Transition** for young adults ages 18-21, with programs focused on developing the career and life skills that are key for a successful transition into adulthood.
- **Adult Services** for adults ages 21+ who are working hard to achieve competitive employment, independence, and community inclusion. Programs include Day Service, Employment Services, Residential Services, and Family Navigation services.
- **Project Search** a 10-month work training program for adults who exhibit work readiness, operated on the campus of UNMC and Nebraska Medicine and in partnership with the Munroe-Meyer Institute.

Principal Duties & Responsibilities

Under the supervision of the Director of Programs and Special Education Teacher, the Teacher Assistant/Job Coach will:

- Support the planning, organization and execution of an innovative learning model focused on academic, behavioral, career & life skills development
- Support the implementation of annual individualized student plans through:
 - the development of specialized learning materials
 - the application of evidence-based learning strategies & interventions
 - the collection of data for on-going progress monitoring
- Supervise small group instructional opportunities within the classroom and within the community
- Promote positive student behavior and help each student understand and uphold the daily expectations and regulations of the program
- Manage a safe and effective learning environment within the classroom and within the community
- Support all general administration & technical functions of the program

Knowledge, Skills and Abilities

- Ability to work highly collaboratively with a team of peers and supervisors
- Mastery of delivering educational services to students with mild to moderate intellectual disabilities
- Mastery of creating a positive learning environment both within the school and in the community
- Ability to effectively analyze student needs and problem solve, leveraging available resources
- Ability to establish and maintain positive rapport with students, parents, teachers, peers, supervisors and community partners
- Ability to utilize Microsoft Office suite and core adaptive technology resources
- Subject to a background check
- Must have a valid driver's license

Education and Experience

- High School Diploma
- Associate's or Bachelor's Degree Preferred
- 2-3 Years Prior Experience in Related Field Preferred

Physical Demands & Sensory Abilities

- Ability to reach above and below the waist Ability to use fingers to pick, feel and grasp objects
- Some crouching, stooping, kneeling, bending, and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to take part in a variety of activities throughout each day including some sitting, walking and standing or moving throughout the work environment, which includes both the school and community
- Ability to safely drive students to community sites via school vans

Sensory Abilities

- Visual acuity
- Auditory acuity

Work Environment

- Typical office environment subject to inside environmental conditions
- Common community environments such as, but not limited to banks, community centers, public transportation, restaurants, stores & various job sites

Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.

The above statements are intended to describe the general nature and level of work required of this position and they are not meant to be an exhaustive list of all responsibilities, duties and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Salary and Benefits

- Competitive and commensurate with experience and other qualifications
- Full time employees enjoy many paid benefits, including full coverage of individual health care premiums

Application Instructions

Interested candidates should send a resume and cover letter to Tabitha Keating at tkeating@madonnaschool.org