

COMMUNITY SERVICES

WORKSITE: MACOUPIN CENTER FOR THE DEVELOPMENTALLY DISABLED

POSITION: TEACHER'S AIDE

Supervisor: Debra Lyons, Jennifer Rigg, Rosie Emery

Contact Phone Number: 854-3473

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Address: 700 E. Elm

DESCRIPTION OF DUTIES:

The major tasks and responsibilities that student workers perform at this job are as follows; assisting with classroom activities and lesson planning, grading papers, tutoring other students, filing, entering data, writing articles, organizing afternoon activities for students, running errands, helping with fundraisers, waiting on customers, preparing food, talking out trash and cleaning up, helping to set up for a special event like mini Olympics, etc., helping to train other workers, leadership, working with arts and crafts, and assisting with field trips.

Dress code: jeans and t-shirts, no revealing or tight clothes

QUALIFICATIONS:

Interpersonal Skills:

- Responsibility/Accountability

- Time Management

- Getting along/Working with others

- Self-Management

- Initiative/Motivation/Persistence

Communication Skills:

- Oral/Verbal

- Written

Critical Thinking:

- Problem Solving/Reasoning

- Decision-Making

- Creativity

Leadership/Management Skills:

- Delegating/Directing

- Training/Teaching/Leading

- Resolving conflicts/mediating

- Fostering teamwork

Math Skills

Working with Data/Information:

- Organization

Technical Skills- excel, word, power point, Microsoft publisher. Other office machinery such as laminator, copier, overhead projector, fax machine and scanner.