

**JOB DESCRIPTION**  
**MSDB Teacher Aide/One-On-One Aide/SXI Aide**

**POSITION TITLE:** One on One Aide  
**PROGRAM:** MSD/B Program  
**REPORTS TO:** Project Manager

**JOB SUMMARY:** The One on One Aide will provide opportunities to enhance individual growth and development and build upon the sense of self-esteem of Michigan School for the Deaf & Blind students.

**QUALIFICATIONS:** All teacher aides must possess a high school diploma. MSD teacher aides must possess sign language skills at least at the Intermediate + level as measured on the Sign Communication Proficiency Interview (SCPI) as administered by MSD. Knowledge of Deaf Culture. Clear criminal history. Drug, TB & Communicable Disease Free.

**PRINCIPLE DUTIES & RESPONSIBILITIES:**

- Acts as companion for assigned student
- Attend periodic meetings regarding student progress •
- Serves as role model for student
- Provides support and encouragement to student
- Accompanies student throughout the day
- Advise, help and tutor student
- Participate in all activities with student
- Teach student to anticipate difficult situations and deal with them •
- Create opportunities to provide student with positive attention •
- Encourage classroom interaction
- Work with teacher to assure success of student
- Prepare and maintain written reports as required
- Perform related work appropriate to classification assigned.

**Essential Functions:** Excellent interpersonal skills and effectively communicates with staff and students in person, by phone, sign language or written. Must like children. Plans and follows directions. Writes reports. Good problem-solving skills. Performs work in a timely fashion. Able to work with minimal supervision.

**Working Conditions:** Educational environment with extensive interaction with students. Can be stressful. May be exposed to infectious diseases. Driving may be required.

This job description may be modified at the sole discretion of the Executive Director.

Signature

Date