



Kalamazoo Academy for Behavioral and Academic Success (KABAS)

Volunteer Position: Classroom Instructor Support (CIS)

School Director: Dr. Margaret Uwayo

Location: 2595 N. 10th Street Kalamazoo MI, 49009

Position Hours: At least 5 hours a week, consistent days, Monday-Friday 8am-4PM

MISSION STATEMENTS:

PRIMARY FUNCTION: The Classroom Instructor Support (CIS) provides classroom support to the Classroom Instructor (CI) and helps create an engaging learning environment for children. You will assist and supervise activities such as reading to children, leading arts and crafts, supervising during playtime and outdoor time, and much more. This position is great for those who enjoy working with children and have lots of energy.

QUALIFICATIONS:

1. Must be at least 18 years of age
2. Must be able to actively engage well with children
3. Previous experience working in classroom setting
4. Experience working the field of Applied Behavior Analysis (ABA) preferred but not required
5. Must be able to help implement structured classroom activities for children K-6
6. Must have excellent verbal and written communication skills.
7. Hands-on support and supervision will be provided
8. Must be able to work with people of diverse backgrounds.
9. TB Test and fingerprint required.

VOLUNTEER RESPONSIBILITIES:

1. Provide educational assistance to Instructors as needed.
2. Read to and actively engage children with age-appropriate activities.
3. Supervise during transitions in the classrooms, arts and crafts, social skills, and play activities.
4. Assist with snacks/meals, help cover lunch time, help cover gym time
5. Assist with classroom sanitation and clean-up.
6. Safeguard confidential information gained as a result of the volunteer position
7. Provide a positive, safe, and supportive environment for students.

TRAINING REQUIREMENTS:

1. KABAS classroom orientation
2. Mandated Reporter Training
3. CPR certification
4. Volunteer Orientation, Handbook, and Volunteer Job Description.

Volunteer Signature: _____ Date: _____

Director Signature: _____ Date: _____