



Connected Circles

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Connector/Clerical Assistant

Connectors assist individual and/or groups of students to maintain regulation through the use of relationships while being trauma informed and use of positive behavior supports.

Within the role of Clerical Assistant they will support the Administrative Assistant and staff by handling general clerical tasks.

Qualifications:

- Associates Degree is preferred
- Prior experience in organization and administrative support
- Work experience supporting teens and/or young adults

Reports to: Director and/or Administrative Assistant

Responsibilities:

Student Support

- Works with students to enhance their emotional growth; by effectively building and maintaining relationships, following individual student support plans.
- Oversees student safety. Uses deescalation strategies with students who may be dysregulated.
- Uses interpersonal and communication skills to influence, motivate, and resolve conflicts.
- Communicates with other staff to maintain effective and consistent therapeutic support.
- Communicates with students, parents, and community members with respect and confidentiality that is consistent with school policies and procedures.
- Teaches independent living and employment skills.
- Models acceptable school and community behavior.
- Collaborate officially with Connectors to maximize student learning.

Administrative Support

- Coordinates daily schedule for students and staff
- Perform general clerical duties in order to support Administrative Assistant

Additionally

- Comply with all policies and procedures as set out in the Connected Circles Employee Handbook.
- Participate in all required meetings as well as in-service training and staff development activities.
- Transport students as necessary for school activities.
- Complete other duties as assigned.