
Job Title	Creative Exchange Paraprofessional
PVN ID	SI-2503-006762
Category	Instruction and Social Service
Location	COLLEGE OF STATEN ISLAND
Department	OCEE
Status	Part Time
Hourly Rate	\$20.00-\$20.00
Hour(s) a Week	0.00-12.00
Closing Date	May 18, 2025 (Or Until Filled)

General Description

Grounded in the Liberal Arts tradition, the College of Staten Island is committed to the highest standards in teaching, research, and scholarship. Drawing on the rich heritage of the City University of New York that has provided access to excellence in higher education since 1847, the College of Staten Island offers that same opportunity in New York City's Borough of Staten Island. The College is dedicated to helping its students fulfill their creative, aesthetic, and educational aspirations through competitive and rigorous undergraduate, graduate, and professional programs. We embrace the strength of our diversity, foster civic mindedness, and nurture responsible citizens for our city, country, and the world.

The Office of Community Educational Engagement (OCEE) is a central resource and bridge connecting the college and community. Our purpose is to prepare students to more fully participate and thrive in the 21st Century through academic programs, supportive learning communities, and collaborations across campus and within the community.

Established in 1975, Creative Exchange is in the OCEE and serves adults with intellectual and developmental disabilities (IDD) in a non-degree program with ongoing educational offerings through the College. Through social and academic initiatives, our students engage with instructors and one another to develop the interpersonal skills needed to excel in their communities.

The Paraprofessional reports to the Program Assistant of Creative Exchange, and should have experience with working with youths and/or adults with intellectual and developmental disabilities. The ideal candidate will have excellent interpersonal and time management skills.

Other Duties

- Support adults with IDD aged 21 and over as needed, (i.e., during instruction and classroom activities, at student arrival, during dismissal after class, etc.)

- In accordance with HIPPA, maintain student confidentiality
- Able to intervene in non-violent situations when interventions are needed for socially appropriate behaviors
- Knowledge of conflict resolution and positive reinforcement techniques
- Assist with program monitoring and quality improvement efforts as needed in the format specified by DOHMH
- Assists in integrating technology in the classroom as needed, i.e. help setting up desktops, zoom, and various HDTV equipment
- Other duties as assigned

Qualifications

- Bachelors or Associates Degree in Education, Psychology, or Social Work preferred
- High School Diploma Required
- Experience in working with youths and/or adults with intellectual and developmental disabilities
- Excellent interpersonal and time management skills