

# **ASSISTANT MAYOR**

## **WEDIKO SUMMER PROGRAM**

### **Job Summary**

The Assistant Mayor is responsible for the oversight of the day to day needs of staff and students within Think City, the academic component within the Wediko Summer Program. Working under the direct supervision of the Think City Mayor, the Assistant Mayor will support staff and students to ensure the classroom environment is conducive to learning. The Assistant Mayor will assist in the creation and implementation of a program wide curriculum. The Assistant Mayor will be required to complete administrative tasks as required to carry out essential functions.

### **Essential Functions**

Supporting staff and students within the classroom to ensure the classroom environment is conducive to learning, which includes, but is not limited to:

- Ability to co-teach classrooms that require additional support
- Ability assist students requiring individual instruction away from the classroom
- Co-facilitating ongoing professional development and supervision for teaching staff
- Consistently teaching and modeling appropriate interactions between staff and students in a variety of social situations
- Teaching and modeling behavioral interventions as taught and outlined in training model
- Utilizing approved behavior management techniques including use of de-escalation room and therapeutic holds when de-escalation and/or physical intervention is necessary for crisis management
- Maintaining a physically and psychologically safe environment by responding to and reporting safety concerns to appropriate staff in a timely manner
- Utilizing agency policies when responding to emergencies
- Understanding or ability to learn about the clinical, academic, and learning needs of each student
- Assisting in the creation and implementation of an academic curriculum that will be utilized throughout the program
- Understanding or ability to learn about the clinical, academic, and learning needs of each student
- Communicating and problem solving with guardians, teachers from sending school districts, and other outside providers about the academic success of students as needed
- Communicating with the Department of Education in New Hampshire as needed
- Collaborating with team members, Clinical Group Supervisors, Nurses, Family Clinicians, Program Coordinators, Program Managers, and Program Directors to ensure students are receiving the best treatment and care possible during the program

Providing ongoing administrative functions related to the implementation of the curriculum, which includes but is not limited to the following:

- Attending program leadership meetings
- Maintaining regular weekly office hours for the timely completion of all administrative functions

- Ensuring the necessary materials are ordered and ready for the duration of the program
- Facilitating daily supervision and planning meetings
- Completing necessary documentation related to phone calls, planning meetings, and safety/wellness concerns
- Completing agency required discharge paperwork to fidelity
- Participating in all orientation week activities
- Maintaining confidentiality in regards to staff and student HIPAA protected or other sensitive information
- Utilizing existing performance feedback tools for supervised staff
- Help coordinate benchmark assessments and data analysis

**Minimum Requirements**

- Bachelor degree in a related field
- Experience teaching or working in an academic setting
- Strong communication and interpersonal skills
- Ability to approach personnel challenges in a supportive and creative manner
- Excellent organizational skills

**Abilities Required**

Employees are responsible for transportation to one of the pick up and drop off locations at the beginning and end of the summer. During the summer, on days off, employees are responsible for acquiring transportation to/from the New Hampshire campus. A driver’s license is convenient; but it is not necessary to perform work responsibilities. The majority of work is outdoors in a rural environment, which means exposure to heat in summer. Duties may require employees to be outside during adverse weather. The duties of the position involve standing for the vast majority of the work period. Employees are required to physically escort or hold students therapeutically to prevent students from being a danger to self or others. Employees may be required to move equipment 50lbs or more. Employees may be exposed to high noise level for extended periods of time related to event type.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodations. Reasonable accommodations will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, limitations related to the disability and the ability of Wediko Children’s Services to accommodate the limitation.

**Disclaimer**

The above statements are intended to describe the general nature and level of work expected for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Job Category	Coordinator
Exempt/Nonexempt	Exempt
Department	Wediko Summer Program
Supervisor	Mayor
Last Revised	12/14/16 MAO