



Summer Program  
25 Pine St. 4 FL NYC 10005  
Contact: ashley@thequadmanhattan.com

# The Quad Manhattan

## Psychosocial Assistant Teacher (1:1)

### **Position Description**

Paraprofessionals at The Quad Manhattan Summer program are trained by highly developed experts in the fields of education and psychology through two weeks prior to camp, leading to a rewarding and fun summer with twice exceptional (2e) students; kids who are gifted and talented and also have special needs. This job is perfect for applicants with special education, gifted education, and/or psychology background who are just starting out and want to learn more about the 2e population. Paraprofessionals follow one student for six weeks and implement the psychosocial plan, while tracking the child's progress and collaborating with the staff and supervising psychologist daily. Class size is no more than ten children and each group has a support staff of three teachers at all times: one core teacher and two psychosocial interns, plus any and all 1:1 paraprofessionals. All applicants must be available for 7 weeks of full time work, with the exception of July 4th **and** for part-time day and evening training in the two weeks prior to camp start.

### **Responsibilities**

- Participate in mandatory training and supervision prior to program start date and on an ongoing basis.
- Participate in daily team meetings with psycho-social intern(s) in your core regarding curriculum updates and daily debriefs (rounds)
- Collaborate regularly (daily/weekly) with staff psychologist(s), OTs, Speech Therapists, and camp leadership to provide feedback on the child's progress with their psychosocial plan.
- Attend regular supervision with camp director or core teacher during camp
- Assist with setting up the classroom daily.
- Maintain relationships with parents by communicating to direct supervisors and contributing to the team's weekly take-home newsletter (written by core teacher) for parents that includes the techniques learned at camp that can be modified for home with specific instructions to help parents outside of camp.
- Attend all field trips to support the student assigned in practicing psychosocial skills in the community
- Review and become extremely familiar with all student record paperwork and releases prior to the start of the program.



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- Communicate with all families, providers, and staff via The Quad Manhattan email address **ONLY**
- Supervise, follow, and aid assigned student through written/visual schedules, and implement breaks accordingly
- Support interns, and staff by implementing the Bully Prevention Protocol to students as needed and record all reportable "incidents."

### **Qualifications**

- Bachelor's degree in related fields of psychology, special education, or mental health, etc.
- At least 2 years classroom experience
- Enthusiasm for learning and twice-exceptionality
- Leadership experience
- Preferred: experience with twice exceptional learners, gifted learners, psychology, and/or special education background
- Positive, can-do attitude
- Strong problem solving and organizational skills
- Flexibility

### **Dates & Compensation**

- Must be able to work **5 days per week, June 30, 2025 through August 15, 2025 from 8:00 AM to 5:00 PM**. Please do not apply if you cannot commit to work **EVERY DAY** for eight weeks. No exceptions can be made.
- Weekly salary: \$900.00

### **Teaching Supervisor**

Ashley Riviere  
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