JOB VACANCY ANNOUNCEMENT

Department: Education
Position: Education Assistant
Pay: $16.00/hr
FT: Monday-Friday

GENERAL DESCRIPTION

Under the direct supervision of the Education Coordinator, is responsible for assisting with general operations of the Cooper Center for Creative Arts, CPD, HQ, Arena, and all educational programs, as well as supporting events, employment, transportation, etc, and assisting individuals with developmental disabilities and acquired brain injuries in an educational environment.

MINIMUM QUALIFICATIONS

Current driver's license with a motor vehicle record that is acceptable to Ark Regional Services' insurance carrier.

HOW TO APPLY

Apply in person to Ark Regional Services, 1150 North 3rd, Laramie, WY 82072 or on line at www.arkregionalservices.org

Open until filled.

Ark Regional Services is an EEO employer.

TDD 1-800-545-1813 Extension 308

Posted: June 30, 2026

Education Assistant
General Job Description

Under the direct supervision of the Education Manager, is responsible for assisting with general operations of the Cooper Center for Creative Arts, CPD, HQ, Arena, and all educational programs, as well as supporting events, employment, transportation, etc., and assisting individuals with developmental disabilities and acquired brain injuries in an educational environment.

Essential Functions

- Assuring adherence to the Vision, Mission, and Values of Ark Regional Services.
- Reading/writing/comprehending the English language.
- Assuring that individuals served are supported in all activities of daily living, including but not limited to mealtimes, before, during and between classes, all protocols, as well as safely transferring or physically assisting people to/from wheelchairs, in/out of bathtubs, etc.. Depending on the assigned work site, may be required to support or lift up to 50 lbs.
- Assuring that individuals served are supported with necessary personal care, including but not limited to bathing, showering, flossing and brushing teeth, assisting with dressing in appropriate clothes. Contact with and the cleaning of bodily fluids may occur (i.e.: vomit, feces, urine)
- Performing the physical components of the Mandt System and CPR/First aid, including but not limited to bending, reaching and supporting weight in order to keep people safe.
- Staying awake and mentally and physically alert during the entire shift.
- Cleaning of work site which requires- bending, lifting, reaching, working on hands and knees, and working with cleaning supplies.
- Attending all Ark required departmental meetings and training yearly within the required time frame.
- Communicating with all people within the professional band of communication.
- Managing stressful situations with respect and dignity for all involved.
- Maintaining Driver's license and a motor vehicle record that is acceptable to Ark Regional Services insurance carrier.

Job Duties

- ❖ Provides classroom coverage and regular transportation as assigned, and assists with employment, and direct support care as needed
- ❖ Organizes, and maintains driving schedules for educational programs.
- ❖ Reviews department documentation and communicates with supervisor regarding any missing information
- ❖ Provides administrative support to the program as assigned
- ❖ Administers medications as needed, ensures timely medication refills, maintains Safety Data Sheets (SDS), and conducts regular safety drills as assigned
- ❖ Supports education-related events, which may include assisting with administrative tasks, coordinating receptions, supporting farmer's markets and other community engagement activities, securing supplies, and performing additional duties as required.
- ❖ Performs other duties as assigned to support the overall success of the program.

MINIMUM QUALIFICATIONS

Ability to drive company vehicles.

FLSA STATUS: Non-exempt **OSHA:** Occupational Exposure

Developed: April 2015
Revised: April 2016, April 2021, September 2022, September 2025
Reviewed: April 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025