

Special Education Teaching Assistant

Reports to: Building Principal

FLSA Status: Non-Exempt

SUMMARY:

Work closely with one or a few handicapped pupils on a regular basis in an effort to provide them with the physical help and emotional support they need to gain as full benefits from the division's special education program as possible. All work is performed under the direction and supervision of a teacher.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists the student(s) to whom assigned in such physical tasks as putting on and taking off of outerwear, moving from room to room, using the lavatory, etc;
- Aides the student in curriculum tasks, guiding and helping them, but not teaching them;
- Performs simple errands and tasks for the student(s) such as sharpening pencils, carrying lunch trays, etc;
- Under the supervision of the special education teacher, works with small groups of students to reinforce material initially introduced by the teacher;
- Accompanies the student(s) to whom assigned to locations within the building such as the office or nurse;
- Establishes as fully as possible a supportive and sympathetic relationship with the student(s) without fostering or encouraging intense emotional involvement;
- Serves as a resource person, if and when requested, to the student personnel evaluation team conferring about one of the students to whom assigned;
- Follows daily schedule as outlined by the teacher or administrator;
- Maintains and respects confidentiality of student and school personnel information;
- Is respectful to peers, supervising teacher, and administration;
- Discusses assigned teaching area with classroom teacher(s) to coordinate instructional efforts;
- Assists in delivering instructions to students, which may include riding the bus as requested;
- Carries out instructional plans as designated by the classroom teacher(s) and if appropriate the students' Individual Educational Plans (IEPs);
- Tutors students on an as-needed basis;
- Reinforces good behaviors, respect, and higher level thinking skills;
- Assists students, individually and in groups, with lesson assignments to reinforce learning concepts;
- Maintains pleasant and orderly classroom environment (e.g., maintains instructional materials, designs bulletin boards, assists teacher(s) and/or students in clean-up activities, etc.);

JOB DESCRIPTION
Scott County Schools

- Assists teacher(s) in maintaining a classroom management policy that fosters a safe and positive environment for all students and staff;
- Assists in ensuring the adequate supervision for students;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Assists the teacher(s) in grading student work;
- Assists in comprehension and questioning techniques;
- Assists in teaching students independence;
- Maintains student data as requested by the teacher;
- Assists the teacher(s) in related instructional activities (e.g., field trips, library, assembly, etc.) as directed;
- Assists in ensuring the safe and proper physical movement of students from one learning environment to another, as requested;
- Assists in proper maintenance of students' records, under the supervision and/or direction of classroom teacher(s) and/or building administrator(s);
- Assists with toileting, feeding, cleaning, and positioning of students, as needed;
- Assists in medical related duties, i.e. catheterization, gastrointestinal feedings, assisted breathing devices, colostomy, and ileostomy, as needed;
- Assists in carryover of related services, i.e., occupational therapy, physical therapy, speech, adapted physical education, and vision, as needed;
- Attends required meetings and in-services, and webinars;
- Assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Performs other duties as assigned by classroom teacher(s) or building administrator(s) in accordance with school/division policies and practices.

KNOWLEDGE, SKILLS, AND ABILITIES:

Candidate must possess the ability to develop and maintain an empathetic attitude toward disabled students; work cooperatively with others in a positive manner; willing to learn specialized instructional/management techniques with disabled students, as needed; willing to seek and maintain CPR certification; ability to communicate and develop effective working relationships with students, parents, and staff while maintaining confidentiality.

EDUCATION AND/OR EXPERIENCE:

Education equivalent to graduation from an accredited high school or General Education Development Certificate (GED). Teaching Assistants providing instructional support in programs supported by Title I must meet one of the following:

- Complete two years of study at an institution of higher education.
- Obtain an associate's degree (or higher) degree.
- Meet a rigorous standard of quality and be able to demonstrate, through a formal state or local academic assessment, knowledge of and the ability to assist in instructing, reading, writing, and mathematics (or, as appropriate, reading readiness, writing, readiness, and mathematics readiness).

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties performed typically in school settings to include: classrooms, gymnasium, cafeteria, auditorium, and recreational areas. Frequent walking, standing, sitting, stooping, lifting up to 20 pounds and occasional lifting of equipment, materials, and/or students up to 90 pounds may be required. Occasional lifting, movement, and transferring of students may be required. Occasional movement of students by wheelchairs and other physical contact with and/or possible exposure to bodily fluids may occur. Must have understanding of universal precautions measures and use of proper materials. Daily personal close contact with students to provide classroom management and learning environment support is required. Regular contact with staff members and administrators is required. Contact with parents and medical professional may be required.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.