

POSITION: Teaching Assistant - Special Education

SUPERVISOR: Assigned supervising teacher
Program Coordinator for assigned area of responsibility
Special Education Division Head

JOB SUMMARY: To provide aide and support (academic, physical, and emotional) to students in Special Education Program under the direction of the supervising classroom teacher and Division Head of ED/OC/LD/TEAM Programs

JOB FUNCTIONS:

1. Provides assistance to program with clerical duties such as filing, mail handling, copying and computer input
2. Provides assistance to program in supervising students during lunch and break times
3. Participates in distribution of positive reinforcement incentives for students on a scheduled basis
4. Completes Behavioral Incident Reports on students as required
5. Attends scheduled teacher aide meetings scheduled by ED/OC/LD/TEAM Program Division Heads
6. Participates in regular school supervision assignments on testing days and in-service days
7. Participates in teacher aide in-service days/workshops scheduled by ED/OC/LD/TEAM Programs or District

Student related:

1. Demonstrates and provides assistance to students in grooming and independent living skills as assigned
2. Guides and directs students in performance of academic tasks such as recitation, reading, or other curriculum-based activities
3. Supervises and guides students in performing errands or in traveling throughout building, community, or job sites
4. Works with small groups of students to reinforce material introduced by the teacher, under the direction and supervision of classroom teacher
5. Establishes a supportive and compassionate attitude towards students avoiding intense emotional involvement
6. Serves as a resource to student personnel evaluation team as required

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related functions as assigned.

QUALIFICATIONS: Must be able to take direction. Must demonstrate the willingness and ability to maintain good working relationships with students, faculty, staff, and the general public. Considerable skill in organizing work effectively and prioritizing demands in a timely manner. Must be able to maintain demeanor and support to students under stressful conditions.

EDUCATION AND EXPERIENCE:
Knowledge of general instructional techniques, skill in anticipating student needs and mood changes, considerable skill in communication methods, behavior management techniques and reinforcement strategies. Equivalent completion of four years of high school; plus a minimum of 30 semester hours of college credit in courses related to human services; or achievement of a passing score on the ACT Workkeys Test or an equivalent test. Possession of a SBP Class D Driver's permit.

JOB GRADE: CPA Compensation Schedule Grade 3, appropriate step

PHYSICAL/VISUAL Standing, lifting (50 lbs.), attending to the personal needs of students, carrying, **ACTIVITIES:** reaching, speaking, hearing, near visual acuity required

TERMS: Position begins with the opening Institute Day of the school term through the closing term breakfast in June, 7.5 hours per day (approximately 204 days, does not include Records Days or PTO conferences).