TITLE: Intensive Special Education Teacher Assistant

CLASSIFICATION: DESSA

QUALIFICATIONS:
- High School Diploma
- State Paraprofessional Approval (sixty [60] or more college hours or pass Paraprofessional Test)
- Must be able to lift at least 50 lbs.
- Able to work with high risk special needs students
- Dependability in attendance and punctuality
- Ability to operate tactfully under stress
- Flexibility to change in routines

REPORTS TO:
Classroom Teacher  
Special Education Program Coordinator  
Principal  
Director of Student Services

JOB GOAL:
The teacher assistant’s primary role is to assist in all aspects of the daily instructional program for special education students in preschool – grade 8 with significant disabilities in areas of cognitive, communication, motor, learning and/or social emotional development. The teacher assistant will participate in activities necessary to maintain classroom integration and to support a child’s IEP in all curricula activities, which include classroom, community, vocational, recreational/leisure, and domestic domains as directed.

PERFORMANCE RESPONSIBILITIES:
- Assist the teacher in the preparation of materials
- With direct supervision of the teacher, guide individual and small group instruction
- Assist in behavior management under the direction of the teacher
- Participate in team planning meetings, staffing, parent conferences during regular work hours as requested by the teacher
- Participate in professional development as requested by administration
- Work collaboratively with teacher, parents, and support personnel to improve services for students
- Be able to safely restrain students or assist in safe restraint when their behavior plans include physical restraint
• Dress appropriately at all times consistent with the school, work site, and community standards
• Maintain classroom order, safety and materials
• Communicate student needs and performance including behavior concerns to appropriate staff
• Implement and support academic, behavioral and communication plans
• Maintain ethical behavior and confidentiality of information about students
• Perform such other duties and services under the supervising teacher’s direction
• Participate in vocational instruction within or outside the school facility
• Assist in toileting and feeding as appropriate
• Assist in safely lifting students
• Provide close student supervision and physical prompting