TITLE: Standard Special Education Teacher Assistant

CLASSIFICATION: DESSA

QUALIFICATIONS:
- High School Diploma
- State Paraprofessional Approval (sixty [60] or more college hours or pass Paraprofessional Test)
- 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 kindergarten – grade 8 with mild to moderate disabilities. The teacher assistant will participate in activities necessary to maintain classroom integration and to support a child’s IEP in all curricula activities within both the general and special education settings.

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 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 and/or classroom teacher’s direction
• Assist with the supervision of students during emergency drills, assemblies, play periods, and field trips.