

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Teacher Assistant Special Education

Pay Table: Support

Pay Grade: 4

FLSA Status: Non-Exempt

Job Code: 875

Reports to: Special Education Teacher

JOB SUMMARY

Under the general supervision of the Special Education Teacher, the Teacher Assistant Special Education supports the implementation of student IEP's (Individualized Education Programs) by assisting the teacher in five areas of service: instructional support, management and supervision support, personal support, assessment support and materials management.

ESSENTIAL JOB FUNCTIONS

- Provides instructional support in various subjects, including reading, science, social studies, math, spelling, language, speech, arts and crafts, music, and physical education, and transition skills. Under direction of the special education teacher the assistant instructs the students in the subject-matter areas.
- Carries out student programs to develop gross motor skills, fine motor skills, and perceptual motor skills.
- Assists in teaching daily living skills, social skills, leisure-time activity skills, specific self-help skills, prevocational/vocational and community access and mobility skills.
- Provides job-site training (bus training, develops community employment).
- Acts as a liaison between regular and special education classrooms, accompanying students to mainstream classes where necessary.
- Assists with peer tutor training, coordination and evaluations.
- Assists the teacher with student behavior management (Reinforces appropriate behaviors and corrects inappropriate behaviors.).
- Corrects work and assists in data collection for specific students and the class as a whole.
- Assists with student supervision and monitors behaviors in the classroom, lunchroom (during breaks between classes), playground, gym, community, etc.
- Assists with bus duty for arriving and departing students.
- Administers prescribed medications and assists with medical requirements of students (under the direction of certified staff).
- Assists with the positioning of students in therapy equipment (under direction of

- therapist). Includes use of wheelchairs, standers, walkers, gait trainers, etc.
- Assists students with feeding, personal hygiene, toileting, diapering, urostomy bag procedures, etc. Can include catheterization, gastronomy feedings, oxygen administration. Observes and monitors students having seizures (records data regarding physical activities, breathing, color, etc.). Can require the lifting, positioning and carrying of students.
 - Assists students with group and club participation during school hours.
 - Assists in planning and supervising field trips and other off-campus activities.
 - Assists the teacher with clerical duties, such as preparing bulletin boards and calendars, arranging classroom workstations, making student schedule changes, filing, making photocopies, collecting lunch money and notes from parents, addressing envelopes, and taking telephone messages.
 - Acts as a progress monitor for minute reading and math skills.
 - Assists in maintaining supplies.

MINIMUM REQUIREMENTS

- High school diploma or equivalent education and/or experience.
- District inservice training (required after hiring).
- Substitute or equivalent experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Basic knowledge of academic subjects.
- Ability to use small office equipment and computers.

PHYSICAL DEMANDS

Moderately heavy work: Exerting up to 75 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.