

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: 504 Teacher Assistant

Pay Table: Support

Pay Grade: 4

FLSA Status: Non-Exempt

Job Code: Non-Exempt

Reports to: Principal

JOB SUMMARY

Under the supervision of the Principal, or other district supervisor, the 504 Teacher Assistant will be responsible for helping a child or children who may need medical assistance. The 504 Teacher Assistant may also help the teacher by preparing class materials, correcting and recording assignments, and a wide variety of other services.

ESSENTIAL JOB FUNCTIONS

- Accompanies children with medical needs throughout school to assist with daily activities.
- Assists children with medical needs, such as glucometer checks and insulin administration and dosing.
- Works with children to assist them in becoming self-monitored.
- Maintains all necessary notes, charts and other health data.
- Answers phones and emails.
- Sets up appointments and trainings.
- Attends staff meetings.
- Assists parents with questions, registration, student retrieval, etc.
- Assists Head Secretary with purchases, printing, copying, etc.
- Assists students with toileting needs, as needed.
- Attends meetings and trainings.

MINIMUM REQUIREMENTS

- High school graduation or equivalent education and/or experience.
- The equivalent of two years (48 semester hours) full-time education at an institution of higher education; or an associate's degree; or the ability to pass a Utah State Office of Education approved Para-Professional Test will be required at a later date.

KNOWLEDGE, SKILLS AND ABILITIES

- Interpersonal and communication skills.
- Secretarial/clerical skills, including ability to operate a computer may be required.
- 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: fingering, handling, lifting, mental acuity, reaching, repetitive motion, speaking, 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.