

**Teacher Assistant Special Education
New Hanover County Schools**

Job Description

Class: Classified
Dept: School

TITLE: **Teacher Assistant Special Education**

QUALIFICATIONS:

1. High School degree and a minimum of 48 semester hours college level coursework or an Associate degree.
2. Such alternatives to the above qualifications as the Board of Education may find appropriate.

REPORTS TO: Teacher and Principal

JOB GOAL: To assist the teacher by monitoring and assisting special need students in the classroom and during other activities to ensure the provision of quality instruction in a safe environment.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to special education.
2. Work with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
3. Assist the teacher in devising special strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests, and abilities; create and modify materials to match student abilities.
4. Assist students with digital age learning in the classroom.
5. Monitor student behavior and help maintain discipline in the classroom; record time out and in-class suspensions; assist with crisis prevention; assist with de-escalation techniques with students as needed.
6. Assist with the delivery of special services; assist with daily living skills; feed and toilet students if necessary; and assist with any other task students are unable to perform for themselves as directed by the supervising teacher.
7. Constantly monitor the safety and well-being of students; monitor student attitudes and encourage self esteem.

Revised 2.14.2017

8. Collaborate with teacher to incorporate information provided by parents, doctors, nurses, therapists and others in order to understand the needs of and provide services for students.
9. Perform various clerical duties as needed, maintain records of student progress; develop and file incident reports; grade student papers; check daily attendance; make copies; develop classroom displays and instructional material; maintain and operate audiovisual equipment; maintain class files.
10. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of teachers.
11. Strive to maintain and improve professional competence. Participate in development and support of the special education program.
12. Serve as the chief source of information and help to any substitute teacher assigned in absence of the regular teacher.
13. Perform related duties and responsibilities as requested by the teacher and/or principal.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Ten month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 57

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to maintain confidentiality of student information.
- Ability to follow detailed written and oral instructions.
- Working knowledge of effective methods of dealing with children.
- General knowledge of methods of adapting instruction, equipment and tools for students with special needs.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel, students, and parents while complying with the confidentiality requirements in local, state, and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.