

Westport Community Schools  
Westport, Massachusetts  
**Job Description**

**POSITION:** Self Contained Teacher Assistant

**QUALIFICATIONS:**

1. Degree (Associates Degree Required, Bachelors Degree Preferred) in Education or Psychology, preferred.
2. Work experience with students in a school or agency setting.
3. Demonstrated ability to work cooperatively with students, teachers, parents, and administrators.

**The School Committee reserves the right to waive any of the above in the best interest of the school system.**

**REPORTS TO:** Principal, District Supervisor, and Director of Special Education

**JOB GOAL:**

To assist the Principal and teachers monitoring student activities by working with both groups of students and individuals to maintain a safe, positive, and productive learning environment in the school. To help them achieve the skill level of the class as a whole.

**FAIR LABOR STANDARDS ACT CLASSIFICATION:**

Nonexempt

**PERFORMANCE RESPONSIBILITIES:**

1. Participates with teacher in daily and long range lesson and classroom activity planning.
2. Assists the teacher in devising special strategies for reinforcing material or skills, based on a sympathetic understanding of individual students, their needs, interests, and abilities.
3. Conducts learning exercises with small groups of children.
4. Accompanies and assists Special Education students attending regular classes. Assists students with equipment and/or instructional materials.
5. Provides students with tutorial assistance when appropriate.
6. Alerts classroom teachers to special needs of individual children.
7. Helps maintain individual records for each child.
8. Assists teachers in maintaining neat work and study areas.
9. Assists with the supervision of children during regular play and lunch periods.
10. Responsible for lifting and toileting students as needed and under the direction of the classroom teacher.
11. Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.
12. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
13. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully certified teachers.

14. Participates in appropriate in-service training programs.
15. Perform reasonable professional tasks or duties as may be required by the Superintendent of Schools, Director of Special Education, Student Services Supervisor, and/or Building Principal.
16. Assists teachers in maintaining effective work and study environments.
17. Responsible for carrying out IEP tasks that allow students to meet their IEP goals (Tasks may include behavior, medical, social, academic or self-help interventions that allow student to function in the school setting).
18. Serve as a chief source of information and provides help to any substitute teacher assigned in the absence of the regular teacher.
19. Regular, reliable attendance

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the major responsibilities of this position. Reasonable accommodations may be made to enable qualified individual with disabilities to perform major functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear; use hands to finger, handle, or operate tools, objects, or controls; reach with hands and arms. The employee is occasionally required to walk, stoop, or kneel. The employee must occasionally lift and/or move up to 30 pounds without assistance and up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. The position requires the ability to operate a computer keyboard and standard office equipment at efficient speed.

**LANGUAGE SKILLS:**

Knowledge of the structure and content of the English language. Ability to read and interpret documents such as rules, policies, instructions, correspondence, and procedures. Ability to write routine reports and correspondence. Ability to speak effectively to employees, students, and the general public.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the major functions of this position.

The position requires an individual to work inside a classroom setting where noise level in the work environment is usually moderate.

**TERMS OF EMPLOYMENT:**

As per collective bargaining agreement between the Westport School Committee and AFSCME Council 93, Local 2667.

**EVALUATION:**

Evaluation will be in accordance with district policy and collective bargaining agreements.

**APPROVED BY:** Westport School Committee **DATE:** June 9, 199  
**REVISED:** February 29, 2016

**REVIEWED & AGREED TO BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_