

**Madison County Schools
Exceptional Children
Teacher Assistant
Job Description**

Description of Unique Need:

Work with students whose special education needs can best be met in the general education classroom, under the direct supervision of special education and regular education teachers; and/or,

Work with student who requires one-on-one attention throughout the day. (Note: One attendant may be assigned to up to 2 children in a classroom); and/or,

Work with students requiring alternative classroom placement to meet behavioral and instructional needs under the direct supervision of special education teachers.

Job Description:

1. Assist general education and special education teachers in the inclusion of students with disabilities into regular education classrooms
2. Establish a positive and supportive relationship with the classroom teachers
3. Work with individuals or groups of students under the direct supervision of the teacher in the general education classroom and the primary case manager
4. Provide clerical assistance (type materials, duplicate materials, make instructional games, etc.) for the teacher or the primary case manager
5. Assist in instructional classroom duties, toileting, snack/lunch, clothing routines, etc.
6. Assist individual students with toileting, dressing, feeding and other self-care activities
7. Assist in supervision of students (both disabled and non-disabled) during recess, lunch periods, and bus duty
8. Implement behavior management techniques (reinforcing appropriate behavior in accordance with the teacher's plan, supervising time-out, etc.)
9. As requested, observe and record academic behavior and progress, as well as social behavior
10. Give informal tests to students
11. Obtain necessary trainings related to student(s) care and needs
12. Implement behavior management techniques in accordance with the directions given by the supervising teacher (reinforcing appropriate behaviors in accordance with the teacher's plan, supervising time-out, making instructional games, etc.)

13. Strictly adhere to confidentiality requirements regarding all matters pertaining to students, parents, parent communications, and/or classroom activities. (Note: Unless instructed otherwise by the supervising teacher, all parent communication must come directly from certified personnel)
14. Other duties as assigned by case manager and/or principal and/or EC Director
15. Attend IEP meetings when requested by certified staff

Personal Qualities:

Have good judgment and common sense

Like students and communicate well with them

Willingness and desire to provide personal service to those incapable of caring for themselves

Be flexible and cooperative

Exhibit sensitivity and understanding of students with disabilities

Have a calm, reassuring manner

Have the ability to maintain composure in stressful situations

Have stamina, good physical condition, good health, and good personal hygiene

Be energetic, spontaneous, and have a good sense of humor

Be able to perform substantial lifting (up to 50 pounds) and/or attend to the physical demands of attending to students and equipment as required on an everyday basis

All decisions and/or questions regarding Special Education services are to be referred to the building Principal and supervising special education teacher. This job description applies to all current teacher assistants working within the Exceptional Children's Department.