

SOUTH HADLEY PUBLIC SCHOOLS

JOB DESCRIPTION

Position: Educational Therapy Assistant (ETA)

Job Goals:

1. To assist the teaching and related service staff in the provision of a teaching program for children with disabilities requiring intensive programming or equipment. This individual will work under the direction of special education personnel and be responsible for administering interventions and instruction as specified and demonstrated by special education personnel.
 - a. significant ADL needs (toileting, feeding, dressing and/or undressing) are atypical to the developmental level.
 - b. complex communication needs, such as assistive technology devices.
 - c. some duties may also include direct instruction not under the immediate supervision of a general education or special education teacher
2. To collect data on students, to help determine progress and adapt teaching strategies.

Supervision: Reports to the Director of Student Services, Building Principal, Assistant Principal and/or Special Education Teacher

Experience and Training

1. Minimum of high school diploma or equivalent; college education or highly qualified status is preferred.
2. Experience working with children with disabilities (preferred)
3. Specialized training related to the needs of students (preferred)
4. Ability to behave honestly, professionally, and ethically.
5. To be trained in verbal de-escalation and physical restraint within 6 months.

Performance Responsibilities:

1. Works with intensive disabilities and associated equipment
2. Able to ride a school bus or van and provide supervision
3. Able to use various technology in the compilation of information
4. Demonstrates willingness to accept and use feedback as the basis for modifying performance
5. Attends professional development provided by the school district to further enhance skills associated with the student's specific needs.
6. Ability to take the appropriate course of action to ensure the safety and welfare of students.
7. Ability to use appropriate judgment; can distinguish between critical and non-critical events.
8. Ensures students are supervised and complete assigned tasks

9. Willing to take direction; communicates pro-social attitudes to students and parents, models' appropriate behavior
10. Emotionally consistent; has a high tolerance for frustration
11. Ability to empathizes with the student while providing support and structure; sets appropriate limits on behavior.
12. Encourages independence, autonomy, a sense of self-esteem, and control over the environment
13. Ability to work with the philosophy of the program; adheres to program/treatment guidelines
14. Commitment to and advocacy for the education of all students as the primary mission of the public schools.
15. Implements the general/special education accommodations and provides general/special education instruction as stated on the IEP or 504 Plan with (daily) guidance of the assigned Special Education personnel/supervisor.
16. Under supervision of the general/special education personnel, works with small groups of students or 1:1 to reinforce concepts and skills initially introduced by the teachers or specialists.
17. Serves as a resource person, if and when requested, to the special education evaluation team conferring about one of the students to whom assigned, while adhering to the district's confidentiality policy
18. Supports the assigned general/special education personnel, as needed, with design and preparation of educational materials, while adhering to the district's confidentiality policy
19. Such alternatives to the above qualifications as the Superintendent of Schools may find appropriate and acceptable

Terms of Employment: As agreed upon through the negotiated union contract.

Evaluation: To be evaluated on a yearly basis by the Director of Student Services, or designee.

Physical Requirements: This position requires a moderate amount of walking, standing, sitting, climbing stairs and ladders whenever necessary. Activities also include moderate physical exertion in body movement, such as reaching, bending, twisting, grasping, pushing and pulling objects. The position requires lifting objects of 20 pounds on a frequent basis and over 20 pounds occasionally. There is a frequent requirement of fine motor manipulation associated with the use of a computer, keyboard, calculator and other business machines.

Environmental Conditions: Duties are performed indoors and sometimes outdoors. The regular chemical solvents are toners and cleaning fluids.