



# Gaston County Schools

## Exceptional Children Teacher Assistant

### Definition

The employee provides support to students who have health, behavioral, or instructional needs to meet Individual Education Plan (IEP) goals and have success in the general curriculum. The employee is required to participate in bus driver training and become a licensed bus driver and may be required to drive a bus as necessary.

### Common Competencies

- Has regular attendance
- Is punctual
- Demonstrates a positive, can-do attitude
- Demonstrates a strong work ethic
- Able to follow school policies and procedures
- Has positive rapport with students
- Has positive rapport with employees
- Exhibits excellent computer skills
- Excellent record keeping abilities
- Has strong oral and written communication skills with all audiences
- Impeccable ethical behaviors
- Provides appropriate behavior management techniques
- Maintains confidentiality
- Serves as a positive role model for students and colleagues
- Positively supports the school and its programs
- Uses time wisely
- Willingly participates in professional learning related to the whole school and assigned duties, as offered in alignment with Teacher Assistant Calendar
- Seeks duties beyond regular assignment
- Accepts and acknowledges diversity
- Clearly understands and implements role differences between the teacher and teacher assistant
- Understands the growth and development of the school's students
- Provides a positive atmosphere
- Successfully operates office equipment
- Completes tasks on a timely basis
- Eagerly accepts other duties as assigned

<b>Job Specific</b>
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Depending on how the Principal advertises the vacancy, the Exceptional Children Teacher Assistant position may require duties below in more than one area. Each area is an essential function.

### Client Specific

In addition to the Common Competencies and Physical Requirements, the employee in this role:

- Must be able to care for child(ren) with disabilities involving lifting and supporting the student; attending to physical, personal, and medical needs.
- Will assist in moving student around the campus.



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- Will have the ability to perform student specific health related duties such as assisting student in the classroom, bathroom, and lunchroom on an as needed basis.
- Will meet the student when he/she arrives in the morning and remain with student until the student's school day ends on an as needed basis.
- Will ride the bus with the student as needed.
- Will accompany and monitor student on field trips.
- Will have knowledge of the developmental stages of child development.
- Will monitor the behavior and work habits of the student and will keep consistent data.
- Will have the ability to communicate and work with the assigned student.
- Will have the ability to work in the classroom(s) of their assigned student or other disabled students.
- Other duties as assigned

### Pre-Kindergarten Classes

In addition to the Common Competencies and Physical Requirements, the employee in this role:

- Assists teacher with setting up the room for morning activities; greets students; assists students with the placement of belongings; may supervise morning free time.
- Supplements the activities of the lead teacher; assists students with activities initiated by the teacher; reinforces learning in small groups; provides one on one individual assistance; supervises centers; participates in activities for children with special needs; assists students with independent projects; listens to students; reads stories.
- Constantly monitors the behavior of students and employs strategies as necessary to protect students from injury; rewards good behavior; responds to inappropriate behavior as instructed by teacher; supervises free time and situations where the classroom teacher is out of the room.
- Prepares daily snack; accompanies students at recess.
- May work with special programs in the school, accompany classes on field trips, assist with physical education class, assist with the instruction of emergency procedures, perform lunch, bus, hall duty, etc.
- Gives approved medications; assists sick or hurt children; contacts parents, if necessary.
- Prepares letters for parents, informing them of classroom activities as directed by supervising teacher or assigned supervisor.
- Accompanies students to and from the bus; guides students to their classrooms.
- Accompanies students to mainstreamed classrooms and assists as necessary.
- Assists students with toileting including diapering, if necessary.
- Maintains student confidentiality.
- Other duties as assigned.
- Must have EDU-119 on college transcript.

### Visually Impaired Classes

In addition to the Common Competencies and Physical Requirements, the employee in this role:

- Accompanies one or more blind students throughout the school day, providing necessary assistance and ensuring safety.
- Obtains Braille books and materials for students, and ensures that they have the materials needed for each class.
- Reads information on the board to students; describes activities going on in the classroom or at assemblies.



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### Duties and Responsibilities

- Performs specific student duties related to health, behavior, and instruction, including but not limited to: assistance in the bathroom, cafeteria, and classroom.
- Works with individuals or groups on any task assigned.
- Actively participates in the teaching process, and modifies instruction/tasks when appropriate.
- Prepares a variety of classroom materials, and operates the machines necessary for material preparation.
- Reports collected data to appropriate individuals, including administrators, teachers, parents, and other related service providers.
- Ensures appropriate interventions are monitored and maintained.
- Participates in staff development and training to gain knowledge of health, behavioral, or instructional procedures specific to the assigned students.
- Accompanies assigned students on all field trips.
- Monitors assigned students during extracurricular events as assigned.
- Accompanies assigned students on the bus as needed.
- Participates in school functions.
- Other duties as assigned.

### Knowledge, Skills and Abilities

- Demonstrates knowledge of the stages of child development; communicates effectively; and develops positive relationships with assigned students.
- Demonstrates an ability to organize assignments, materials, and assist the professional(s) the classroom as required.
- Demonstrates ability to use sound judgment and confidentiality in approaching and working with sensitive and challenging students and situations, and the resulting information.
- General knowledge of activities performed by lead teacher.
- General knowledge of daily routines of the classroom.
- General knowledge of student handbook rules.
- General knowledge of procedures to follow in the event of an emergency.
- General knowledge of methods of adapting instruction, equipment and tools for children with special needs.
- General knowledge of the principles of organization and administration.
- Some knowledge of the curriculum for the grade.
- Ability to constantly monitor the safety and well-being of students, particularly when student is participating in an inclusive activity.
- Ability to motivate students.
- Ability to maintain a clean and orderly environment.
- Ability to perform general clerical duties.
- Ability to maintain order and discipline in a classroom.
- Ability to operate common office machines.
- Ability to maintain basic files and records.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

### Physical Requirements



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- Must be able to use a variety of equipment and classroom tools such as computers, copiers, typewriters, calculators, pencils, scissors, and equipment for children with special needs, etc.
- Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Due to amount of time spent standing and/or walking, physical requirements are consistent with those for Medium/Heavy Work. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently and/or a negligible amount of force to constantly move objects up to 10 pounds.
- Must have the auditory, visual, and physical skills necessary to manage students and classroom in a manner which assures reasonable safety to students under supervision.

### Education and Experience for all Duties under Exceptional Children Teacher Assistant

- High School diploma.
- Minimum of 48 semester hours (earned at a Regionally Accredited College/University) or an Associate's degree; meets highly qualified (HQ) designation under federal No Child Left Behind (NCLB).
- Possess Commercial Driver's License (CDL) or willingness to obtain the CDL, if advertised as part of the duties.

**This Position Reports to:** School Principal

**Salary:** Grade 54, Step 05 (Entry Level)

**Classification:** Non-exempt

### Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

***If offered a position, prospective employee must pass a required health exam, criminal records check, and drug test. As a safety sensitive position, the employee will be subject to random drug testing.***

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**HOW TO APPLY:** Inside and Outside Applicants:

**Visit Gaston County Schools' website at [www.gaston.k12.nc.us](http://www.gaston.k12.nc.us)**

- Select "Jobs"
- Select "Careers/Job Opportunities"
- Select "Start an application for employment"
- Inside applicants may use Gaston County Schools' employees as references
- Complete online application
  - Upload cover letter to application
  - Upload current résumé



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The following documents must be uploaded to online application, if Outside Applicant:

- Copies of **official** college transcripts (degree-dated)
- Three completed current Classified Reference Surveys (from non-Gaston County Schools employees and not from family members) in AppliTrack application or three current, dated letters of recommendation (must be less than one year old) or a combination of the two
- Copy of last employment evaluation

Qualified inside and outside applicants should mail or email cover letter and résumé to:

Amy Holbrook, Principal  
York Chester Middle School  
601 South Clay Street  
Gastonia NC 28052  
Email: [ajholbrook@gaston.k12.nc.us](mailto:ajholbrook@gaston.k12.nc.us)