

# **UNION COUNTY SCHOOLS JOB DESCRIPTION**

**JOB TITLE: Exceptional Children's Teacher Assistant (ECTA)**

**FLSA STATUS:**

**SALARY LEVEL\_\_\_\_\_PAY GRADE\_\_\_\_\_:**\_\_\_\_\_

## **GENERAL STATEMENT OF JOB**

The ECTA will assist the EC teacher in providing direct and indirect services to students with disabilities as assigned.

## **DUTIES AND RESPONSIBILITIES**

### **ESSENTIAL JOB FUNCTIONS**

1. Provide teacher directed instruction to individual or small groups of students with disabilities.
2. Assist in the planning of individual/group educational instruction and related activities.
3. Observe student behavior and assist the teacher with development and maintenance of a behavior management program following the teacher lead if required.
4. Participate in training and complete the following duties as required for individual students with disabilities: tube feedings, catheterization, assisting with transfers of physically impaired students from wheelchair to toilet, desk, etc. and back, changing diapers or soiled clothing, toileting assistance and assist with implementation of modifications and accommodations on student Individual Education Programs (IEPS).
5. Participate in training and implement learned skills in the use of assistive technology and other educational devices.
6. Assist/Instruct students in self-help skills.
7. Prepare notes, reports, data collection information when working with students separate from the teacher and/or therapist to keep them advised of student performance.
8. Prepare classroom materials and bulletin boards and see that needed supplies are accessible..
9. Assist in setting up and operation of learning centers.
10. Assist in the organization of school or community based field trips and/ or lab experiences.
11. Assist with clerical activities (i.e., collecting monies, absences and daily reports, collecting data and recording grades, etc.).
12. Assists teacher in keeping classroom orderly and equipment in usable condition, reporting damaged equipment to appropriate personnel.

**ADDITIONAL JOB FUNCTIONS:** And all other duties as assigned.

**MINIMUM TRAINING AND EXPERIENCE**

1. Must meet ***Highly Qualified*** standards for paraprofessionals as outlined below:
  - Associates (or higher) degree
  - A minimum of 48 semester hours of coursework at an institute of higher education (IHE)
  - Community college placement tests – Accuplacer, ASSET, COMPASS (IHE cut scores)
  - WorkKeys assessment tests – Applied Mathematics (cut score 4)  
Reading for Information (cut score 4)  
Business Writing or Listening & Writing (cut scores 3, 3/3)
  - North Carolina Department of Labor Teacher Assistant Apprenticeship Program Certification
  - North Carolina Teacher Assistant Association PDP –  
Instructional Associate – Level I Certificate  
Instructional Associate – Level II Certificate  
Instructional Associate – Level III Certificate  
Baccalaureate Certificate
  - Paraprofessional Praxis Test and/or Paraprofessional Certification (awarded by another state)
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirement:** Must be able to lift at least 50 lb. and be able to provide support in the transfer and lifting of students with disabilities.

**Interpersonal Communication:**

**Language Ability:**

**Intelligence:**

**Verbal Aptitude:**

**Numerical Aptitude:**

**Motor Coordination:**

**Interpersonal Temperament:**

**Physical Communication:**

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to maintain confidentiality in matters relating to the school system

Ability to establish and maintain cooperative working relationships with those contacted in the course of work

Ability to reason and maintain effective working relationships with others

Ability to problem solve situations with sound judgment

Ability to communicate effectively, both orally and in writing

Ability to demonstrate proper telephone etiquette

Ability to compile and summarize information

Ability to compose correspondence independently with proper use of grammar and writing skills

Skills in operating a computer with word processing, spreadsheet and desktop publishing applications

Ability to exercise independent judgment and initiative in completing work assignments

Ability to work in the absence of direct supervision