

# Oxford SCHOOL DISTRICT



|                         |                                      |                     |            |
|-------------------------|--------------------------------------|---------------------|------------|
| <b>Job Description:</b> | Teachers Assistant Special Education | <b>FLSA Status:</b> | Non-Exempt |
| <b>Department:</b>      | School Support                       | <b>Code:</b>        |            |
| <b>Location:</b>        | Oxford High School                   | <b>Reports to:</b>  | Principal  |
| <b>Position Type:</b>   | Full-Time                            | <b>Version:</b>     |            |

**Description of Position:** Teacher assistants are educational professionals who assist full-time teachers in classroom activities and work collaboratively with the teacher to facilitate a safe and orderly environment. The teacher assistant will provide academic assistance to students, which may involve providing specialized instruction to students in need of extra academic support, or to groups of students. Other responsibilities of the teacher assistant will include supervision of students, clerical work, or other duties as assigned by the classroom teacher or school administrator. Depending on individual student needs, the teacher assistant may assist students with functional tasks such as eating, using the bathroom, riding the bus and moving from one classroom to another.

### Essential Duties and Responsibilities

- Adapts classroom activities, assignments and/or materials under the direction of the classroom teacher for the purpose of supporting and reinforcing classroom objectives.
- Communicates with teachers and other district personnel for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- Implements under the supervision of assigned teacher, instructional programs and lesson plans (e.g. reading, math, language comprehension, writing, computer, etc.) for the purpose of presenting and/or reinforcing learning concepts.
- Maintains classroom equipment and work area for the purpose of ensuring availability of a safe learning environment and/or meeting mandated requirements.
- Monitors individual and/or groups of students in a variety of settings (e.g. rest rooms, playgrounds, hallways, bus loading zones, cafeteria, assemblies, field trips, etc.) for the purpose of maintaining a safe and positive learning environment.
- Promotes good study habits and student independence for the purpose of improving the quality of student outcomes.
- Provides, under the supervision of assigned teacher, instruction to students in a variety of individual and group activities (e.g. self-esteem, behavioral skills, daily living skills, etc.) for the purpose of implementing goals for remediation of student deficiencies and ensuring student's success.
- Documents student's daily activities (e.g. behavior, completed assignments, on/off task times, etc.) for the purpose of completing daily logs and student's hourly activities.
- Implements under the supervision of assigned teacher, behavioral plans designed by IEP team for students with behavior disorders or other special conditions for the purpose of presenting and/or reinforcing learning concepts.
- Models conversation, manners, clean up activities, listening, and everyday interactions for the purpose of demonstrating appropriate social behavior in a culturally sensitive manner.
- Monitors student's daily schedule and behavior plan (e.g. class schedule, toileting, medication, appetite, etc.) for the purpose of maintaining a safe and positive learning environment.
- Responds to emergency situations (e.g. injured students, fights, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Follows the instructions of the teacher.

# Oxford SCHOOL DISTRICT



- Guides and encourages students to develop a positive attitude toward learning.
- Assists the teacher and reinforces instruction taught in the classroom to students.
- Reviews lessons with students individually, answering questions or grading assignments.
- When class is not in session, a teacher's aide assists the teacher by entering grades or typing up class summaries.
- Grade papers or work assignments.
- Assists with the integration of technology into the classroom, helping set up computers and projectors.
- Organize the classroom and put supplies in order.
- Greet children when they arrive to school.
- Under the supervision of the head teacher, assistants may take over teaching the class as whole on an occasional basis.
- Teacher assistants may complete supportive work, such as organizing paperwork, photocopying, and preparing and producing materials used in instruction, bulletins, and classroom displays.
- Helping with children that have special needs
- Ensuring that students meet the correct bus
- Maintains daily attendance and other records of students assigned to the program.
- Serve as SPED bus monitor as required.
- Perform other duties as assigned by the classroom teacher/principal.

### **Qualifications and Education Requirements**

- Must have met minimum standard of ACT WorkKeys assessment scores or completed 48 college hours at an institution of higher education; prefer Associates or higher degree.
- Must possess a general knowledge of a variety of academic subject areas.

### **Preferred Skills**

- Specialized training or experience in education or counseling; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities.
- Must possess knowledge of, and the ability to effectively apply, methods for dealing with student misconduct.
- Must possess excellent human relations and communication skills. Must possess the ability to supervise students with varying abilities, assist students with assignments, monitor student behavior, and mediate conflicts within a disciplinary setting.
- Must possess the ability to establish and maintain effective working relationships with students, parents, and school staff.
- Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 50 pounds; to bend, stoop, climb stairs, walk and reach overhead.

|                  |  |            |  |
|------------------|--|------------|--|
| Reviewed By:     |  | Date:      |  |
| Approved By:     |  | Date:      |  |
| Last Updated By: |  | Date/Time: |  |

Oxford  
SCHOOL DISTRICT



Employee Statement of Understanding

- I have read and understand the job description for my position. I am able to perform all the essential functions of this position. I agree to comply with the Oxford School District policies and all laws, rules, regulations, and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the laws or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the Oxford School District. All employees are to adhere to the values and ethical standards of the Mississippi Educator Code of Ethics.

---

(Signature)

---

(Date)

Oxford School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, age disability or veteran status in its programs and activities.