

Exceptional Children Teacher Asst. Job Description



Salary: Grade 56

Reports to: Classroom teacher, school principal and EC director

Supervises: N/A

Job Goals: Provides support to the teacher in the instruction of students

QUALIFICATIONS:

- High School Diploma, and
- Associates Degree or a minimum of 48 semester hours, *if based at a No Child Left Behind School.*

PERFORMANCE RESPONSIBILITIES:

- Understand and follow the established laws, rules and regulations of Buncombe County Schools as outlined in the Employee Handbook.
- Serve as a role model to students and colleagues in actions, words, attire, and commitment.
- Treat students and colleagues with dignity and respect at all times.
- Maintain confidentiality of all student information.
- Interact with students in an age-appropriate manner that demonstrates an appropriate understanding of each student's individual needs, abilities, and disabilities.
- Carry out all physical care routines for students as indicated on their Health Plans and/or Individual Education Plans (IEPs), including, but not limited to, personal hygiene and administration of medication.
- Collect and record student data.
- Be physically capable of standing, walking, kneeling, and reaching.
- Provide individualized and group instruction based on teacher plans.
- Create and maintain classroom materials.
- Demonstrate a basic level of computer proficiency needed to assist classroom teacher and students.
- Set up and use assistive technology and augmentative communication devices to assist students with school related activities.
- Assist students with daily living skills (i.e., toileting, feeding, cleanliness, etc).
- Provide close student supervision in all school settings.
- Maintain student safety in all school settings and activities.
- Possess manual skills for general housekeeping in classroom.
- Assist in the organization and implementation of all school related activities.
- Perform routine duties as required by teacher and/or administrator(s).
- Other duties and responsibilities as assigned by the principal or designee.



PROFESSIONAL EXPECTATIONS:

- Regular attendance
- Report to work on time
- Adhere to state, county, school laws, rules and regulations
- Adhere to Code of Ethics for NC Educators
- Follow appropriate communication channels with students, parents, school and community

TERM OF EMPLOYMENT: 10 Months

EVALUATION:

- Performance will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.
- Principal and classroom teachers will provide performance evaluations.
- At the conclusion of the school year or as needed, a school administrator will provide each Teacher Assistant with a summative evaluation.
- Attendance/Tardy guidelines: Excessive late arrivals or absences can lead to disciplinary actions up to and including a recommendation of termination of employment to the Superintendent.

INSTRUCTIONS TO APPLICANTS: Follow the Hiring Process Instructions on the Buncombe County School's website: www.buncombe.k12.nc.us > Employment > Hiring Process

BUNCOMBE COUNTY SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER

