

Council Bluffs Community School District
Position Description

Position Title: Infant-Toddler Teacher Assistant General (Regular Ed. or Special Ed. General)
Department: Teaching and Learning
Reports to: Principal
Compensation: Pay Grade 5H
Calendar: 187 Days
Category: Classified Hourly

SUMMARY

The teacher assistant will assist in implementing practices in accordance with program guidelines and accreditation standards to provide quality learning experiences for all children.

ESSENTIAL DUTIES and RESPONSIBILITIES

Essential duties must be performed on site. Other duties may be assigned.

- Reports to work as scheduled on a regular and reliable basis.
- Deliver daily individual and small group instruction under the direction of the classroom teacher.
- Collect anecdotal notes as part of the formative data collection process.
- Assist in assessing students on age-appropriate skills in multiple developmental areas, including social-emotional, physical, language, literacy, mathematics, and cognitive development.
- Assist teacher in maintaining DHHS program accreditation requirements related to health, safety, and sanitation.
- Utilize conflict resolution techniques to assist students in solving problems.
- Participate in and implement ongoing training and professional development related to early childhood development and education.
- Assist teacher in routine care for infants and toddlers, including feeding, diapering, and dressing.
- Assist teacher in supervision of students in the classroom, on playground, in individualized settings, and as otherwise directed daily.
- Assists with preparation of instructional materials.
- Assists teacher with reports and related clerical functions.
- Operates standard school equipment such as laminator, copier, audiovisual equipment, etc.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals to perform the essential functions.

EDUCATION and/or EXPERIENCE

You must meet at least 1 of the following to be qualified for this position:

- Infant - Toddler Child Development Associate (CDA)
- Associate's Degree, must include at least 12 hours of early childhood courses
- Bachelor's Degree, must include at least 12 hours of early childhood and/or education courses

Experience working with young people in an educational setting is preferred.

Ability to become CPR/First Aid certified within 30 days of hire required.

LANGUAGE SKILLS

Ability to read, write, and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, and administrators.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to graphs and other data sources.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES

Ability to work independently with minimal supervision. Ability to work with students with special needs and to maintain composure under stressful conditions. Respect for the dignity of and sensitivity to special needs students. Ability to develop effective working relationships with students, staff, parents and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies. Demonstrates initiative and creativity with students and their programs. Knowledge and experience with computer programs and software preferred. Experience working with special needs students on an instructional basis preferred. Training in classroom and individual behavior management skills preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms 0 - 24 inches and on occasion up to 36 inches. The employee frequently is required to stand, walk, sit, talk and hear. The employee is occasionally required to use hands and fingers, handle, or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl. The employee is frequently required to bend at the neck more than the average person and may need to frequently work on the floor, depending on the age level of students. Specific vision abilities required by this job include close vision, distance vision and peripheral vision. The employee needs to be able to tell where a sound is coming from, hear in a noisy environment and occasionally will assist in physical management of students and lift and/or up to 50 pounds 0 - 12 feet and occasionally up to 20 feet, things such as wheelchairs, books, supplies or other instructional equipment.

- Physical examination upon employment and within every three years thereafter.
- Tuberculosis test upon employment and within every three years thereafter.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will typically work indoors but may be required to attend to students' needs outdoors in moderate to cold temperatures or moderate to hot temperatures. The noise level in the work environment is usually moderate to loud. The employee must work with other staff, continuously meeting multiple demands from several people. The employee may be involved in situations where students are physically aggressive. The employee is continuously responsible for the safety and well-being of students.

The information contained in this job description is in compliance with American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.