
MACON-PIATT SPECIAL EDUCATION

TEACHING ASSISTANT JOB DUTIES

Name of Assistant _____ School _____

Assignment _____ Starting time _____ Ending Time _____ Total daily hours _____

Break Time(s) _____ and _____ Lunch Time _____

Supervising Teacher(s) _____

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to stand, sit, walk, talk, see, hear and smell; use hands to finger, handle, or feel; reach with hands and arms. The employee must regularly lift, hold, and transfer up to 50 pounds for a distance of 3 feet, stoop or kneel; crouch, or crawl. The employee must occasionally physically restrain students for up to 15 minutes; climb or balance.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to communicate, instruct, compare, analyze, coordinate, synthesize, evaluate, compute, copy, compile, use interpersonal skills, negotiate and maintain emotional control under stress.

- Implement, observe, and monitor the progress of small group and individual academic and/or behavioral programs for special education students as instructed by teachers
- Assist, instruct, and/or supervise students during P.E., music, lunch, recess, passing time, leisure, job shadowing/exploration, and/or community instruction
- After proper training, assist with toileting, lifting, feeding, and/or physically restraining students
- Implement small motor, gross motor, and communication programs with students as instructed by teacher
- Supervise and intervene to regulate student behavior so as to alleviate the risk or inappropriate behaviors that will place students or staff at risk of harm
- Make, gather, maintain, and set up instructional supplies, materials, and equipment
- Maintain confidentiality at all times
- Exhibit basic literacy of technology, including computers, communication devices and electronics
- Drive school vehicles
- Report all unsafe conditions, accidents, or injuries to the principal promptly
- Additional duties as determined by the individual needs of the students as outlined in the IEP
- CPI training
- Assisting with toilet duties as needed

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required

Teaching Assistant's Signature _____ Date _____

Supervising Teacher's Signature _____ Date _____

Administrator's Signature _____ Date _____

***REMINDER: ALL COMMUNICATION WITH THE PARENT
IS THE RESPONSIBILITY OF THE CASE MANAGER.**

Should a Teaching Assistant find they cannot perform a requested task listed above, he or she should seek accommodations under the Americans with Disabilities Act. Forms are available in the Macon-Piatt Special Education District office or the Decatur Public Schools Human Resources office.