

FENTON COMMUNITY HIGH SCHOOL DISTRICT 100

JOB DESCRIPTION

TITLE: **TEACHER ASSISTANT (Special Education)**

REPORTS TO: Director of Special Education

QUALIFICATIONS: Paraprofessional Endorsement

TERM: Full-time, Ten (10) Months, 7:30 am – 3:30 pm

PRIMARY FUNCTION: To provide a well-organized, smooth functioning class environment in which students can take full advantage of the instructional program and available resource materials. A teacher assistant must also enjoy working with others, can develop a clear understanding of special education functions in relation to other aspects of the school system, and possess sufficient language, mechanical, computational, and clerical skills to monitor student progress and behavior without supervision.

The Teacher Assistant shall be responsible for the following duties, including, but not limited to:

ASSIGNED RESPONSIBILITIES:

1. Assist students with emotional/behavioral needs in academic and social settings within the school.
2. Assist with the preparation of materials.
3. Assist with clerical duties in the special education classroom/department.
4. Assist with the physical set-up of the special education classroom/department.
5. Provide student reminders as assigned.
6. Accompany, assist, and monitor special education students as needed in all areas of the school program, inside and outside of the special education classroom.
7. Communicate with teachers/case managers regarding students' progress/behavior.
8. Exercise discretion in maintaining confidentiality.
9. Computer literacy in Microsoft applications (Word, Excel) and Google applications for education.
10. Able to manage and support students with a variety of abilities.
11. Performs other duties as assigned by the Director of Special Education.