



FLOWING WELLS SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE:	SPECIAL EDUCATION TEACHING ASSISTANT II
DEPARTMENT:	School
REPORTS TO:	Principal or designee
FLSA STATUS/CLASSIFICATION:	Non-Exempt
SUPERVISORY DUTIES:	None
APPROVED ON:	04/26/2016

SUMMARY:

Assists classroom teacher in the implementation of classroom academics, self-sufficiency skills, motor skills, communication skills, social/emotional skills, and transition skills. Emphasis is placed on assisting special education students to meet the pre-requisite skills for educational success, performed under close to moderate supervision.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assists and supports teachers in classroom planning, preparation, implementation and management.
- Assists in formulation and implementation of individual student objectives and goals identified in the program with specific focus and attention given to goals in the area of self-sufficiency.
- Assists with documentation associated with individualized programs.
- Assists in special needs areas including wheelchair transfers, toileting, diaper changing, tracheotomy suctioning, tube feedings, catheterization, augmentative communication and behavior management.
- Monitors/documents medication administration and side effects, medical interventions, breathing treatments, etc.
- Shadows and supports students into mainstream and/or community environments.
- Meets buses for drop-off and pick-up of students.
- Assists in cafeteria and playground supervision.
- Participates in total school functions and activities.
- May accompany the teacher on home visits or homebound instruction.
- Implements specific therapy exercises, under the direction of a licensed therapist.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to communicate effectively verbally and in writing.
- Skills in human relations.
- Knowledge and understanding of students with special needs.
- Ability to maintain discipline standards.
- Willingness to attend conferences, in-service workshops, and classes to upgrade and update skills.
- General clerical skills, primarily typing, filing, and recording.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of applicable Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.
- Skills in time management.



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QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- A high school diploma or equivalent.
- Additional training in child psychology, classroom management, special education needs, or other related areas of study is desired.
- Must possess an Associate's degree or 60 semester hours of coursework documented on an official transcript from an accredited institution of higher education; or pass a formal state assessment such as Master Teacher's Para Educator Learning Network.
- General clerical experience desired.
- First aid and CPR training required.

Computer Proficiency: Demonstrated general proficiency in computer programs including Microsoft Excel and Word.

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 the 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 required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to fifty pounds.

WORK ENVIRONMENT:

Indoor and outdoor environments, in all types of weather. The noise level in the work environment is generally moderate and may become excessively noisy at times. Will have contact with students, employees, external agencies and the public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.