



**QUALIFICATIONS:** Must possess at least one of the following:

1. College Degree
2. Associate of Arts, Associate of Science, Associate of Applied Science
3. 48+ College Credits (minimum 6 in Math, 6 in English, 3 in English Composition)
4. Parapro Test (450 minimum score)

**REPORTS TO:**

Principal/Designee

**PERFORMANCE RESPONSIBILITIES:**

1. Performs routine classroom tasks/duties related to and supportive to the educational process of the students. These duties may include medical and hygiene procedures. These procedures are determined by student needs, not by program area. The teacher assistant may be required to move from one program area to another within the day/school year. The teacher assistant may assist an individual student or a group of students in any setting inside/outside the classroom environment as determined by the IEP and supervising teacher.
2. Following training by a registered nurse, implements non-complex health procedures to manage the health care needs of students (i.e. suctioning tube feeding, catheterizations, glucose checks, diapering, etc.).
3. Confers with the classroom teacher, assists and supports the students' instructional process as planned by the teacher(S) including scoring objective tests, does progress monitoring, tallies student responses/activities and gathers and records data.
4. Assists in providing for the students' needs with activities as directed by the teacher(s) (i.e. playground duty, escorting students to and from the cafeteria, PE, library, etc.).
5. Provides assistance to the teacher and performs duties under the direct supervision of the assigned teacher(s). These duties may include but are not limited to implementing tutorial activities (small group and/or individual), toileting/hygiene procedures, record keeping (medical/behavior) and preparation of class work.
6. Implements behavior support designed for the individual student.
7. Works cooperatively with teacher(s) in order that the best environment is created for accommodating the special needs of students.
8. Develops and maintains a professional position when working with students, teachers, and other staff members.
9. Maintains a professional position when carrying out job responsibilities (observe professional ethics and prescribed by the employee's profession and in accordance with the state law and board policy).
10. Maintain confidentiality regarding all personal information and educational records concerning children, youth and their families. Teacher assistants must refrain from accessing, discussing or disclosing anything outside the scope of employment.
11. Attends and participates in professional growth activities and Professional Development Day(s), conferences, and workshops for the improvement of knowledge and skills relating to best practices.
12. Performs physical demands requiring regular and frequent lifting, carrying, transferring or pushing objects or wheelchairs weighing at least twenty-five (25) pounds. Physical demands may also include walking or standing to a significant degree, kneeling, bending etc.
13. Maintains good public relations between the community and the school.

14. Sets a good example for students by attitude and conduct.
15. Has a humanistic approach with students.
16. Adheres to call IPSB policies and procedures.
17. All employees are subject to drug/alcohol testing in accordance with IPSB Policy GAME.
18. Perform other duties as required by the appropriate authority.

**NOTE: Special Education Teacher Assistants may be moved to other special education teacher assistant positions within the school or to other schools at any time depending on the needs of the special education students within the school and the parish.**

**EVALUATION**

Performance in this position will be evaluated at least once annually in accordance with Board Policy.

Reviewed and Agreed to: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee's Signature

Printed Name: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name and Title