



# KANNAPOLIS CITY SCHOOLS

100 Denver Street

Kannapolis, North Carolina 28023

(704) 938-1131

[www.kcs.k12.nc.us](http://www.kcs.k12.nc.us)

## POSITION

## EXCEPTIONAL CHILDREN - TEACHER ASSISTANT

## APPLICATION DEADLINE

Screening will begin with the applications that are on file, but acceptance and review of materials will continue until the position is filled.

## QUALIFICATIONS

A two-year degree from an accredited college or university

48 semester credits from an accredited college or university (quarter hours earned can be converted to semester hours by multiplying the number of credits by 0.67)

Passing WorkKeys assessment scores and completion of an orientation by the Exceptional Children's department

## SALARY & BENEFITS

Ten-month, full time position

Competitive hourly pay reflective upon experience and skills

Full State Benefits Package

## REPORTS TO

School Principal or his/her designee

## ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- An Exceptional Children (EC) teacher assistant plays a vital role in supporting students with disabilities in an educational setting.
- Assist the EC teacher in delivering individualized and small-group instruction, helping students access the curriculum and reinforcing learning objectives.
- Help maintain a positive classroom environment by supporting behavior management strategies and promoting positive social interactions among students.
- Monitor students during classroom activities, lunch, recess, and transitions to ensure their safety and well-being.
- Assist in modifying instructional materials and resources to meet the diverse needs of students, ensuring they can engage with the curriculum effectively.
- Support the implementation of Individualized Education Plans (IEPs) by assisting students in achieving specific goals and objectives set forth in their plans.

- Keep accurate records of student progress, behavior, and any notable incidents, and assist in reporting this information to the EC teacher.
- Work closely with the EC teacher and other staff members, including therapists and specialists, to provide cohesive support for students with exceptional needs.
- Engage with families by sharing observations about their child's progress and supporting communication between home and school.
- Assist in implementing behavior intervention strategies and crisis management techniques to ensure a safe and supportive environment for all students.
- Maintain Crisis Prevention Intervention (CPI) training/certification
- Participate in training and workshops to enhance skills and knowledge related to special education, classroom management, and specific disabilities.
- Maintain professional ethics and confidentiality regarding student information.
- Adhere to school policies, procedures, and legal requirements.
- Ability to perform non-instructional duties as assigned.

## **KNOWLEDGE, SKILLS & ABILITIES**

- General knowledge of the special education needs of pupils in the classroom.
- General knowledge of the practices and methods used in special education programs.
- Ability to assist classroom teacher in a variety of tasks.
- Skill in working with special education students.
- Ability to work with and assist special education pupils.
- Ability to establish and maintain effective working relationships with school officials, public, associates and students.
- Ability to accept and follow the direction of the teacher as well as being a self-starter.
- Ability to display calmness, patience, and firmness in managing problem behaviors.
- Patient and kind showing respect for all students regardless of abilities or needs.
- Willingness and ability to learn new skills.
- Dependable and prompt.

## **PHYSICAL REQUIREMENTS**

- This work requires the occasional exertion of up to 10 pounds of force.
- Work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Work occasionally requires exposure to outdoor weather conditions.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

## **APPLICATION PROCEDURE**

Whether you are a new applicant, a former applicant, or a current employee, please be sure that Human Resources has an up-to-date and complete application online. All applications will be reviewed and qualified finalists may be called for an interview. To complete an application, please visit: <https://www.applitrack.com/kannapolis/onlineapp/>