Lincoln Intermediate Unit 12
Leadership • Expertise • Innovation

POSITION MANAGEMENT GUIDE

Title:	**Teacher Assistant**	*Division Approval:*	1/3/2024
Department:	Student Services	*HR Approval:*	1/3/2024
Reports to:	Student Services Supervisor	*Board Approval:*	6/25/2024
		Revised:	*10/9/2026*

SUMMARY OF PURPOSE

As a Teacher Assistant at the LIU, this position is vital in supporting students' educational experience, assisting teachers in implementing instructional plans and contributing to the overall positive learning environment. This position also ensures the continuance of the education program developed by the teacher. The commitment to student success and collaboration with the teaching team will help create an enriching educational atmosphere.

ESSENTIAL REQUIREMENTS

- High School diploma or equivalent
- Obtain and maintain a certification in First Aid and CPR, preferred
- Must obtain and maintain certification in an LIU-approved crisis management and intervention program
- Must obtain state-mandated Paraprofessional Competency credentials as required by the PA Department of Education (PDE) within one year of hire
- Must complete twenty (20) hours of approved professional development related to assignment annually
- Relevant experience working with students in an educational setting, preferred
- Patience, flexibility, and positive attitude
- Strong communication and interpersonal skills
- Ability to follow instructions and work collaboratively with teachers and staff

Additional Requirements: Early Intervention Preschool Assignment:

- Ability to comfortably transition to and from the floor frequently throughout the day to engage children in hands-on learning activities
- Willingness to assist students with daily routines, including toileting and feeding
- Ability to maintain a high level of physical energy, alertness, and responsiveness throughout the school day

ESSENTIAL FUNCTIONS

- Assists with planning and implementing individual and group strategies for students as defined by the students' Individual Education Plan (IEP) while collaborating with staff to meet the unique needs of students.

- Assists in maintaining up-to-date records on each student, describing strategies for each student's program.

- Works closely with the teacher as an educational team member to continually modify the program for each student.

- Assists students with dressing, toileting, feeding, and self-care as needed.

- Participates in regular staff meetings, if appropriate.
- Assist in the administration and grading of assessments, quizzes, and examinations.
- Provide feedback to teachers on student performance and comprehension.
- Maintain open communication with teachers, providing feedback on student progress and any observations related to individual student needs.
- Support teachers in supervising students during various activities, such as recess, lunch, and field trips.
- Reads, understands and is responsible for implementing and documenting behavior plans and/or individualized education programs, as appropriate.
- Observe and intervene to redirect inappropriate behavior. Assist in managing student behavior and maintaining a conducive learning atmosphere.
- Foster a positive and inclusive classroom environment to encourage student engagement and participation.
- Assist students in using educational technology tools and platforms.
- Support teachers in incorporating technology into lesson plans.
- Follows building, classroom, district, and/or organizational policies.
- Follows the direction of the teacher and/or program supervisor.
- Assumes any other responsibilities as directed by the classroom teacher, program supervisor, student services Director, and/or his or her designee.
- Assignment may change based on needs.

DEPARTMENT/ORGANIZATION

- Keeps current with related technology and developments that impact the department and the organization.
- Makes decisions consistent with the LIU vision, mission, and core values. Establishes and maintains effective communication and positive relationships within the LIU and fosters professional development of LIU staff.
- Contributes to the effective team management of all issues and opportunities within the LIU by modeling the qualities of an LIU Team member (being versatile, ethical, transparent, team-oriented, innovative, transformative, and collaborative; valuing each team member; and understanding the importance of customer service).
- Understands organizational development and change principles and applies these principles to promote improvement within the Department.
- Performs other functions as assigned.

SCOPE AND IMPACT

This position works under direction in the performance of the tasks.

ESSENTIAL PHYSICAL/MENTAL/ENVIRONMENTAL REQUIREMENTS

By checking any of the boxes below, the LIU indicates its reasonable belief that the identified physical/mental/environmental requirements are job-related for this position and consistent with business necessity for the performance of the essential job functions. Notwithstanding, the LIU may not rely solely on these qualifications. Instead, the LIU must consider whether reasonable accommodations enable an otherwise qualified individual to perform the essential job functions.

1. **Following Directions**
   - ☒ Full Understanding of Both Written and Verbal Instructions Required
   - ☐ Understanding of Verbal Instructions Only Required
   - ☐ Understanding of Written Instructions Only Required

2. **Communication - English**
   - ☒ Excellent Verbal Communication Skills Necessary
   - ☐ Basic Verbal Communication Skills Necessary
   - ☐ Limited or No Verbal Communication Skills Necessary

3. **Functional Reading - English**
   - ☒ Fluent Reading
   - ☐ Recognition of Signs/Symbols
   - ☐ Simple Reading
   - ☐ No Reading Skills Required

4. **Hearing**
   - ☒ Ability to Hear Required
   - ☐ Limited Hearing
   - ☐ Hearing Not Required

5. **Seeing**
   - ☒ 20/20 Vision with Corrective Eyewear
   - ☐ Limited Vision
   - ☐ Vision Not Required

6. **Functional Math**
   - ☐ Complex Computational Skills (Accounting and Financial Skills)
   - ☒ Simple Computational Skills (Addition, Subtraction, Multiplication, Division, Percentages)
   - ☐ Simple Counting Skills
   - ☐ No Mathematical Skills Needed

7. **Time**
   - ☒ Must Tell Time to the Minute
   - ☐ Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

8. **Orientation (Familiarity with Surroundings)**
   - ☐ Several Blocks from Building
   - ☒ Building Only
   - ☐ Work Area
   - ☐ Room Only

9. **Mobility Skills**
   - ☒ Mobility Within the Building

☐ Mobility Within a Four-Block Radius
☐ Driving Required

10. Sitting
☐ 75% - 100%
☐ 50% - 75%
☐ 25% - 50%
☒ Less than 25%

11. Standing
☒ 75% - 100%
☐ 50% - 75%
☐ 25% - 50%
☐ Less than 25%

12. Bending
☒ Knees and Waist
☐ Waist Only
☐ Knees Only
☐ No Bending Required

13. Lifting
☒ Greater than 30 lbs.
☐ 10 - 30 lbs.
☐ Less than 10 lbs.
☐ No Lifting Required

14. Reaching
☐ Greater than 6 Feet
☒ 2 - 6 Feet
☐ Less than 2 Feet
☐ Reaching Required

The above job description is intended to describe the general nature and level of the work being performed by employees assigned to this job title. This is not an exhaustive or comprehensive list of all duties, tasks, and responsibilities. Employees will be expected to perform duties that do not appear on the job description. Management reserves the right to amend and change responsibilities to meet operational and organizational needs, as necessary.

Adopted by LIU Board of Directors: 6/25/2024