

TITLE: Teacher Assistant- Special Education

QUALIFICATIONS:

- High School Diploma/GED
- Completed at least 2 years of study (48 semester hours) at an institution of higher education
- Obtained an associate's (or higher) degree
- Prior to 2017 met the ACT Work Keys Requirements-Reading for Information score of 4, Applied Mathematics score of 4, and Writing or Business Writing Score of 3; or
- After 2017, teacher assistants need to meet the Work Keys Silver Level certification.
- Good physical condition with ability to lift 50 pounds, assist with physical transfers, and manage physical interventions as needed in a special education setting. Must be willing to complete training in de-escalation, and/or behavior intervention protocols. Experience or willingness to work with students with disabilities, including those with autism, intellectual disabilities, emotional/behavioral disorders, and multiple disabilities.

REPORTS TO: Supervising Teacher and School Principal (with collaboration from special education case managers and related service providers)

JOB GOAL:

Assist the teacher in maintaining appropriate classroom activities and to support individualized instruction, behavioral interventions, and personal care as required by students' IEPs.

PERFORMANCE RESPONSIBILITIES:

1. Participates in daily and long-range lesson and classroom activity planning.
2. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
3. Provides personal care including feeding, diapering, toileting, and hygiene support for students as needed, following IEP and health plan directives. Uses proper lifting techniques and adaptive equipment as trained.
4. Guides children in working and playing harmoniously with other children.
5. Assists the teacher in devising special strategies for reinforcing material or skills based on the individual students, their needs, interests, and abilities.
6. Provides escort and assistance to children as necessary.
7. Helps maintain individual records for each child.
8. Supports students during meal and snack times, including feeding when required and encouraging appropriate social and self-help behaviors.
9. Assists teachers in maintaining neat work and study areas.
10. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
11. Collects and displays suitable material for educational displays.
12. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
13. Participates in in-service training programs.
14. Implements behavior intervention plans (BIPs), collects data on student behaviors, and supports positive behavior reinforcement strategies.
15. To model good reading, writing, and speaking skills and to dress appropriately.
16. To become familiar with school board policy, school rules and regulations.
17. Provides close supervision during transitions, sensory breaks, and unstructured times such as recess or lunch. Collaborates with the IEP team to support student progress and independence.

TERMS OF EMPLOYMENT: 185 days

Classified/Non-Exempt

EVALUATION: Performance of this job will be evaluated by the supervising administrator.

Approved by the School Board on: July 15, 2025