

CODE: 44003 (Temp/Hrly Job Code 74003)
UNIT: WHITE COLLAR
GRADE: 5
FLSA: Non-Exempt

CLASSIFICATION

EXCEPTIONAL EDUCATION TEACHER ASSISTANT

SUMMARY

The Exceptional Education Teacher Assistant assists the Exceptional Education and General Education Teacher with instruction and medically relevant support for students with disabilities. This position assists with academic and functional curriculum. The Exceptional Education Teacher Assistant may provide adult support with daily living skills and enhancement of present levels of performance, behavioral support, reinforcement of therapy goals, and job skills.

MINIMUM REQUIREMENTS

High School Diploma or G.E.D.

AND

Completion of an AZ Dept. of Education-approved Academic Assessment Test

OR

Associate's (or higher) degree

OR

Two-years (60 Semester-Hour credits) of study at an institute of higher learning

Two years of experience working with youth or children

Computer skills, to include the ability to use email.

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions

Any equivalent combination of experience, training, or education

Copy of diploma, transcripts or test results must be submitted at time of application

PREFERRED QUALIFICATIONS

Special Education experience

Experience working with children with disabilities

Experience working with children or adults in a vocational setting

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization

CPR and First Aid Certification - Certification must be maintained current during course of employment

Physical Examination with Lift Test to be done by one of the clinics with which the District contracts (Category B) and sign a Medical History form

Must complete Student Intervention Techniques (SIT) training within 6 months of hire

Must release Social Security Number to be eligible for AHCCCS-Provider ID Number

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Assists Teacher in implementing Teacher developed lesson plans for students. Under the direction of the teacher implements instructional activities in areas such as reading, writing or math, to reinforce lessons and lesson plans in accordance with Individual Education Plan (IEP) and teacher's instructions. Collects data, and drafts daily logs.

Under Teacher's supervision, assist in arranging students into cooperative reading groups and coordinate a group discussion of a story and encourage all students to participate. May give dictation to class.

Reinforces the development of language skills in areas such as comprehension, vocabulary, plurals and synonyms, use of augmentative communication devices and assistive technology.

Supports and practices individual training in phonics, sign language, auditory skills, spelling, writing, and mathematics.

Instruct students in self-help skills such as: combing hair, brushing teeth, trimming nails, dressing, washing clothes and general personal hygiene, and maintaining attention and focus.

Under supervision by Teacher and/or Job Developer Instructor, assists in providing Community Based Instruction (CBI) and training in areas including but not limited to such areas as how to live independently in the community, how to order food in a restaurant, how to use public transportation, how to shop for groceries and how to fill out forms. Assists implementing supported work assessments and job training plans.

Reinforces CBI safety procedures, the use of tools, and production requirements used in work settings.

Assists supervising students to ensure that the student performs the required work in a vocational setting.

Assists students with disabilities who may require care for their physical hygiene needs such as but not limited to diapering, toileting, catheterizing and cleaning and flushing their tracheotomy tubes.

Monitors student behavior in class and on the playground.

Maintains records of students' behavior and performance. Observes and records progress achieved. Implements positive behavior reinforcement by awarding points for good conduct and activities completed. Follows behavior plans.

Corrects and checks tests, workbooks, book reports, assignments and homework in accordance with teachers answer key. Assists Teacher in the administration of tests. May enter test results on computer. Records grades and scores in Teacher's grade-book. Helps manage student files and perform clerical functions such as typing, filing, laminating and copying, computer entry.

Prepares supplies and materials needed for lessons. Assists in the distribution of report cards and progress reports.

Assists Teacher in ordering instructional supplies and materials and maintain the classroom inventory.

Required to do Medicaid billing paperwork.

Participates in District provided training as required.

MARGINAL FUNCTIONS

Assists Teacher with bulletin boards of current events and prepare displays of student's works and achievements, with decorating classroom with appropriate themes during the school year, and with arranging field trips for students. Contacts parents to participate and arrange for transportation. Collects money and record amount received.

Accompanies student to class, takes notes and assists student in completing assignments. Assists students in computer instruction.

Monitors students during eating to ensure children do not choke on food. May prepare foods and hand feed or tube feed children through their mouth or stomach.

MENTAL TASKS

Communicating. Reading to students. Comprehending instructions received from supervisor. Performs functions from oral and written instructions and from observing others.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is required as a normal part of assigned duties. Assistance is available to perform unusually physically demanding tasks. Work may involve lifting and carrying objects weighing as much as 50 pounds as a regular part of the job. May require occasional lifting weights up to 75 pounds. Considerable walking, climbing, stooping, bending, reaching and sitting for considerable periods of time may be required as a normal part of the job. Vision and hearing should be rated as acceptable to obtain the required driver's license. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

General office equipment such as: typewriter, copier, and computer terminal. Hand and power tools such as scissors, handsaws, and drills.

WORKING CONDITIONS

Indoor. Classroom and shop environment. Outdoor. Playground, garden, and swimming pool environment. Contact with students, parents, staff, and public.

CONTROL, SUPERVISION

None.

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Revised 10/94, 6/01, 7/02, 4/03, 6/04, 5/05,
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Upgrd: 1/08, 8/19