

*Office of Special Services*

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## **SPECIAL EDUCATION TEACHER'S ASSISTANT JOB DESCRIPTION**

### **GENERAL RESPONSIBILITIES**

Perform responsible human support and paraprofessional work assisting special education teachers or other professionals to achieve instructional objectives; assisting students with disabilities with achieving established goals and with personal care and mobility.

### **ESSENTIAL TASKS**

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assist teachers in performing specific duties as assigned or undertaking specialized tasks to achieve and enhance instructional and behavioral objectives.
- Work with individuals, small groups, or large groups as assigned by teacher.
- Assist with behavior modification as assigned by teacher.
- Lift, move, and operate adaptive equipment.
- Assist students with personal care tasks, including but not limited to, lavatory, clothing, hygiene, diapering, toileting, and wash-up routines.
- Escort students as assigned by teacher or administrator.
- Assist students with mobility needs such as, lifting and positioning students, lifting in and out of wheelchairs; loading and unloading on the bus; transporting students in and around the school and on field trips.
- Monitor students during assigned periods within a variety of school environments for



the purpose of maintaining a safe and positive learning environment.

- Provide programmed practice activities and repetitions as developed by teacher, therapist and/or language/speech pathologist.
- Report student concerns directly and expeditiously to teacher and assist with student resolution.
- Assist with breakfast, lunch, snack, including clean-up.
- Maintain various records and files (IEPs and etc).

**Meet deadlines as required by law and as requested by the Quitman County School District's Director of Special Education.**

## **KNOWLEDGE, SKILLS AND ABILITIES**

General knowledge of the practices, methods and techniques used in the teaching of special education population; ability to maintain files and information; skill in the use of classroom and instructional equipment; ability to operate audio visual, standard office, word and data processing equipment; ability to operate adaptive equipment; ability to establish and maintain effective working relationships with teachers, parents, students, and administrators.

## **EDUCATION AND EXPERIENCE**

High School Diploma or GED required. Some experience working with students with disabilities, preferred.

A comparable amount of training and experience may be substituted for the minimum qualifications.

## **PHYSICAL REQUIREMENTS**

Significant standing; some walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Must have the ability to lift 70 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

## **Other**

May perform another duties as requested by the Director of Special Education

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