

Hyde County Schools

TEACHER ASSISTANT – EXCEPTIONAL CHILDREN

NATURE OF WORK

Under general supervision, performs a variety of technical and clerical tasks in assisting a teacher of self-contained students. Employee may perform a wide range of tasks in order to support the efforts of the teacher, meet the needs of all students, and ensure the provision of quality instruction for all students. Employee provides one-on-one assistance with academics and behavioral problems, and may lead small group activities. Employee assists teacher with general housekeeping and clerical duties.

DUTIES AND RESPONSIBILITIES

Assists teacher with executing instruction and evaluating its effectiveness

Constantly monitors the safety and well-being of students; monitors student attitudes and encourages self esteem; assists students with becoming increasingly independent

Supervises students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips

Monitors student behavior and helps maintain discipline in the classroom; records time out and in class suspension; assists with crisis prevention; restrains students as needed

Enforces administration policies and rules governing students. Assist in bus loading and unloading

Assists students with learning; reinforces and clarifies instructions; conducts short sessions on improving study skills; creates and modifies materials to match student abilities; modifies tests for students; provides one-on-one assistance as needed

Attends staff development activities when requested by supervisor

Maintains standardized records and documentation concerning the progress of students

Approved by the Hyde County Board of Education on 3/5/2013

Participates in teacher-parent conferences and/or Individualized Educational Planning meetings regarding student progress, when requested by supervisor

Performs general housekeeping duties in maintaining an orderly classroom; performs repair and maintenance tasks related to school equipment

Distributes teaching materials such as; textbooks, workbooks, papers, and pencils to students

Distributes tests, homework assignments, and collects them when they are completed. Instructs and monitors students in the use and care of equipment and materials, in order to prevent injuries and damage

Performs various clerical duties as needed, maintains records of student progress; develops and files incident reports; grades student papers and scores tests; checks daily attendance; makes copies; develops classroom display and instructional materials; maintains and operates audiovisual equipment; orders supplies; maintains class files, etc

Feed students, when necessary; toilets students, if needed; and assists with any other tasks students are not able to perform for themselves

Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms

Performs other related work as required

MINIMUM TRAINING AND EXPERIENCE

A minimum of 48 semester hours of college coursework

Must meet No Child Left Behind requirements

ESSENTIAL JOB FUNCTIONS

Must be able to use a variety of equipment and classroom tools such as computers, copiers, typewriters, calculators, pencils, scissors, and equipment for children with special needs, etc

Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Requires the ability to apply rational systems to solve practical problems and deal with a variety

Approved by the Hyde County Board of Education on 3/5/2013

of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions

Requires the ability to deal with people beyond giving and receiving instructions

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of activities performed by teacher

General knowledge of daily routines of the classroom

General knowledge of student handbook

General knowledge of procedures to follow in the event of an emergency

General knowledge of methods of adapting instruction, equipment and tools for children with special needs

General knowledge of the principles of organization and administration

Hyde County Schools

Some knowledge of the curriculum for the grade

Ability to constantly monitor the safety and well-being of students, particularly when student is participating in an inclusive activity

Ability to motivate students

Ability to maintain a clean and orderly environment

Ability to perform general clerical duties

Ability to maintain order and discipline in a classroom

Ability to operate common office machines

Ability to maintain basic files and records

Approved by the Hyde County Board of Education on 3/5/2013

Revised 2/4/14

Page 3

Ability to understand and follow oral and written instructions

Ability to establish and maintain effective working relationships as necessitated by work assignments

REPORTS TO: Teacher

FSLA STATUS: Non-Exempt

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.