



# ORANGE COUNTY SCHOOLS

## POSITION DESCRIPTION

---

<b>POSITION TITLE</b>	Exceptional Children Teacher Assistant
<b>SCHOOL/DEPARTMENT</b>	Assigned school
<b>SALARY</b>	Salary Grade 56 plus supplement
<b>FLSA STATUS</b>	Exempt
<b>REPORTS TO</b>	EC Teacher
<b>SUPERVISES</b>	None
<b>WORK WEEK SCHEDULE</b>	Monday – Friday
<b>WORK HOURS</b>	40
<b>NUMBER OF MONTHS PER YEAR</b>	10

### **POSITION PURPOSE:**

The EC Teacher Assistant performs responsible human support and paraprofessional work assisting classroom teachers or other professional to achieve instructional objectives; assisting students with disabilities with achieving established goals and with personal care and mobility. Further, the EC Teacher Assistant provides individual assistance with academics and behavioral problems and may lead small group activities as directed. The EC Teacher Assistant assists the supervising teacher with general housekeeping and clerical duties.

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- General knowledge of the practices, methods and techniques used in the teaching of the special education population
- General knowledge of the activities performed by the lead teacher
- General knowledge of the daily routines of the classroom

- General knowledge of student handbook rules and regulations
- General knowledge of procedures to follow in an emergency
- General knowledge of the principles of organization and administration
- General knowledge of the curriculum for the assigned grade
- Ability to maintain files and information
- Skill in the use of classroom and instructional equipment
- Ability to constantly monitor the safety and well-being of students, particularly when a student is participating in an inclusive activity
- Ability to motivate students
- Ability to maintain order and discipline in a classroom
- Ability to operate audio visual, standard office, word and data processing equipment
- Ability to operate adaptive equipment
- Ability to understand and follow oral and written instructions
- Ability to establish and maintain effective working relationship with teachers, peers, parents, students, and administrators

### ***EDUCATION, TRAINING, AND EXPERIENCE***

- High School Diploma or GED required
- Experience working with exceptional children
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

### ***CERTIFICATION AND LICENSE REQUIREMENTS***

- If assigned as an assistant working with Emotionally Disabled students, the EC Teacher Assistant is required to become initially certified in a Crisis Prevention Intervention (CPI) program and maintain that certification through the proper renewal process (adhering to all timelines)
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

### **PREFERRED QUALIFICATIONS:**

- Additional 48 hours of college level coursework; minimum GPA of 2.0 required
- Three (3) to five (5) years of experience working in and EC classroom/environment
- Spanish Speaking

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assist classroom teacher with performing specific duties assigned or undertaking specialized tasks to achieve and enhance instructional and behavioral objectives
2. Work with individuals, small groups, or large groups as assigned by the teacher
3. Assist with behavior modifications as requested by the teacher
4. Life, move, and operate adaptive equipment
5. Assist students with personal care tasks, including but not limited to, lavatory, clothing, hygiene, diapering, toileting, and wash-up routines
6. Escort students as assigned by teacher or administrator

7. Assist students with mobility needs such as lifting and positioning students, lifting in and out of wheelchairs, loading and unloading on/off the bus, transporting students in and around the school and on field trips
8. Monitor students during assigned periods within a variety of school environments for the purpose of maintaining a safe and positive learning environment
9. Provide programmed practice activities and repetitions as developed by the teacher, therapist or pathologist
10. Report student concerns directly and expeditiously to the teacher and assist with student resolution
11. Assist with breakfast, lunch, snack, including clean-up
12. Maintain various confidential records and files
13. Participate in staff development activities as directed by the Department for Exceptional Children
14. Perform additional duties as requested by the teacher, principal or District EC Staff

#### Pre-Kindergarten Classes

1. Assist teacher with setting up the room for morning activities; greet students; assist students with the placement of belongings; may be asked to supervise morning activities
2. Supplement the activities of the teacher; reinforce learning in small groups; provide one-on-one individual assistance; supervise Centers; participate in activities for children with special needs; assist students with independent projects; listen to students; read stories
3. Constantly monitor the behavior of the students and employ strategies as necessary to protect students from injury; reward good behavior; respond to inappropriate behavior as instructed by the teacher; supervise play time and situations where the classroom teacher is out of the room
4. Give approved medications; assist sick or hurt children; contact parents, if necessary, as directed by the teacher
5. Prepare letters for parents, informing them of classroom activities as directed by the teacher

#### Separate Setting Classrooms

1. Assist with the delivery of special services for intellectually and/or physically disabled students
2. Assist with therapeutic rehabilitation
3. Prepare students for therapy and other special classes
4. Monitor the administration of medication
5. Monitor special diets as needed
6. Make attempts to incorporate fine motor skills, sensory stimulation, self-help skills, social skills and computer skills into classroom activities
7. Collaborate with teacher to incorporate information provided by parents, doctors, nurses, therapists and counselors in order to understand the needs of and provide for appropriate services for students
8. Coordinate with social workers, teachers, bus drivers, administrators, volunteers, and other assistants as directed by the teacher
9. Perform general housekeeping duties, i.e. set up various equipment each morning; put equipment away at the end of the day; wash mats, toys, equipment, etc. with antibacterial soap/Clorox; charge wheelchairs; perform repair and maintenance tasks related to school and student equipment
10. Serve as job coach as assigned to students at community - based job placements to monitor job skills and appropriate behavior

#### Therapeutic Settings/ 1:1 Behavioral Support

1. Assist teacher with setting up the room for activities; greet students; assist students with belongings; supervise activities
2. Reinforce learning in small groups; provide one-on-one individual assistance; supervise Centers; assist students with independent projects; listen to students; read stories
3. Constantly monitor the behavior of the students and employ strategies as necessary to mitigate behavioral issues; reward good behavior; respond to inappropriate behavior as instructed by the teacher; supervise play time and situations where the classroom teacher is out of the room
4. Monitor the administration of medication
5. Collaborate with teacher to incorporate information provided by parents, doctors, nurses, therapists and counselors in order to understand the needs of and provide for appropriate services for students
6. Perform general housekeeping duties, i.e. set up various equipment each morning; put equipment away at the end of the day; wash mats, toys, equipment, etc. with antibacterial soap/Clorox; perform repair and maintenance tasks related to school and student equipment
7. Coordinate with teachers, bus drivers, administrators, and other assistants as directed by the teacher
8. Engage in CPI techniques as a last resort to maintain the safety and security of the student and others

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered medium physical work requiring the exertion of up to 50 pounds of force. Position entails significant walking, bending, standing, stooping and possible interventions in order to maintain a safe learning environment. Assignment may require the ability to physically move students or equipment, position students in specialized equipment, change diapers as needed and/or perform skilled nursing procedures. (e.g. feeding tubes)
<b>WORK ENVIRONMENT</b>	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
<b>ACKNOWLEDGEMENTS</b>	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*