



### Position Description

Title: Teacher Assistant		
FLSA Class: Non-Exempt	EEO Category: Professionals	WC Class: 8861
Job Title #201315	Salary Grade:	
Date Approved: March 14, 2017		
Revision: Added MO and IL requirements		
Revision Date: May 4, 2018	Job Class: Education	

#### Purpose of Position

Provides support to educational components in the treatment of children with emotional disorders, behavior disorders and children with Autism. This position works directly with teacher and therapist to provide services to children. External contacts may include school districts and parents. In the absence of assigned Teacher works with Director of Special Education to make decisions regarding curriculum implementation, IEP goals and objectives, behavioral intervention, daily schedules and classroom structure.

#### Major Duties (\*Essential Element)

- Becomes familiar with the teaching procedures used by the teacher, the teacher's schedule of activities, the continuity of academic progression, and the materials and equipment available.
- Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
- Assists the teacher in devising strategies for reinforcing materials or skills based on an understanding of individual students, their needs, interests, and abilities.
- Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
- Provides escort and assistance to children as necessary throughout a variety of school and community settings.
- Checks students' work, corrects papers, collects data, and supervises testing and make-up work, as assigned by the teacher.
- Assists with large group activities such as drill work, reading, and storytelling.
- Assists teacher in maintaining work and study areas, equipment, materials and facilities.
- Assists the student(s) assigned to him/her in such physical tasks as putting on and taking off outerwear, moving from room to room, using the lavatory, etc.

- Operates teaching aids, i.e. DVD players, computers, Smart Boards, etc.
- Substitutes for teacher when needed
- Alerts the teacher to any problem or special information about an individual student
- Assists with the supervision of children during regular play periods
- Participates in workshops, in-service training, parent conferences when appropriate, IEP conferences (as needed), and team meetings
- Assists with breakfast, lunch, snack, clean up, wash up, and toilet routines.
- Assists with health-related procedures such as, but not limited to, feeding, lifting, positioning, carrying, and toileting
- Assists teacher in dealing with students who have challenging behaviors and assist in SCM techniques when trained
- Assists the teacher in maintaining an environment that is conducive to learning.
- Observes, records, and follows the management plan established by the teacher
- Assists in managing pupils in the classroom, cafeteria, on the playground, and all related activities as directed
- Assists in preparing teaching materials and clerical responsibilities during the school day as directed by the teacher
- Assists in prompting pupils to reinforce previously taught materials as prescribed by the teacher
- Within the classroom setting, the assistant reports to the teacher in matters involving the students' programs and related activities
- Performs additional duties as needed for the betterment of Great Circle

### Working Conditions

School environment. Working environment generally favorable. Lighting and temperature adequate and there are no hazardous or unpleasant conditions caused by noise, dust etc.

### Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. This position requires standing, walking, talking or hearing as well as lifting up to 10 pounds constantly. Using hands to handle or feel happens frequently as well as stooping, kneeling or crawling and lifting up to 25 pounds. The employee is required to perform SCM training and techniques. Physical ability to react and intervene quickly during crisis situations; such as but not limited to: student elopement, physical altercations or any situation that requires physical intervention to maintain student safety. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Budget Responsibility

None

### Supervisory Responsibility

None

## Qualifications

Ability to work with children in a classroom setting. Ability to work well while under pressure when needed. Maintain a valid Class E driver's license.

### *Language Skills*

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and policy and procedure manuals. This position requires the ability to write routine reports and correspondence. The ability to communicate effectively is essential.

### *Mathematical Skills*

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals, and percentages.

### *Reasoning Ability*

Ability to problem-solve and apply common sense understanding to carry out instructions furnished in written and/or oral or diagram form.

## Required Education and Experience

- Missouri: 60 Hours of college credit required or Para Professional Certificate
- Illinois: 60 Hours of college credit or Para Professional Certificate (Work Keys)

## Preferred Education and Experience

- Bachelor's degree
- Education Classes
- Knowledge necessary to successfully fulfill this position's responsibilities includes
- Knowledge of emotional disorders, behavior disorders and children with Autism, crisis intervention/prevention, physical/sexual abuse issues, child development, and behavior management techniques.
- Skills required include crisis intervention and decision-making. Self-awareness, patience, and the ability to work as part of a team are essential.
- CPR/First Aid certification required.
- Ability to respond appropriately to cultural differences that exists among Great Circle's diverse client base.
- Demonstration of the conviction that people are able to change and that this attitude is fostered when a mutually respectful partnership exists between Great Circle personnel and the clients served.
- Ability to work as part of a team and to maintain a positive, professional helping role.
- A valid Class E Missouri driver's license and a good driving record are required because transporting clients is an essential function of this position.
- Ability to work with volunteers

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_