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| Title: | Exceptional Children Teacher Assistant | |
| Reports to: | Principal / Exceptional Children Teacher | |
| Terms of Employment: | 10 months | |
| Salary: | Pay Grade 56 | |

Qualifications: High School diploma; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities
 Must meet paraprofessional requirements under No Child Left Behind
 Due to licensing regulations, Preschool assistants must have an Associate's Degree in Early Childhood Development
 Must become initially certified in a Crisis Intervention Program (specific program to be determined by SCS Exceptional Children's Department) and maintain that certification through the proper renewal process (adhering to all timelines)

Supervises: None

Essential Job Functions:

1. Performs, under general supervision, a variety of technical and clerical tasks in assisting a teacher of students with disabilities
2. Performs 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
3. Provides one-on-one assistance with academics and behavioral problems and may lead small group activities
4. Assists teacher with general housekeeping, clerical duties and repair/maintenance of school equipment
5. Stays abreast of activities performed by the teacher, daily routines of the classroom, student handbook rules, handbook of Parent's Rights and procedures to follow in the event of an emergency
6. Obtains and maintains basic first aid and CPR certification
7. Stays abreast of the following: methods of adapting instruction, equipment and tools for children with special needs; confidentiality regulations; principles of organization and administration of the school district; curriculum for the grade/age of the children with which assistant is assigned to work; child development disabilities
8. Assists teacher with executing instruction and evaluating its effectiveness
9. Constantly monitors the safety and well-being of students; monitors student attitudes and encourages self-esteem; assists students with becoming increasingly independent
10. 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
11. 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
12. Maintains standardized records and documentation concerning the progress of students
13. 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.

14. Feeds students when necessary; toilets students, if needed; and assists with any other tasks students are not able to perform for themselves
15. Participates in staff development as directed
16. Performs other duties and responsibilities as assigned by supervisor

Multi-Categorical Classes (and other students as appropriate):

1. Assists with the delivery of special services for students in need of functional life skills; assists with daily living skills (includes but is not limited to tube feeding, catheterization, toileting, changing diapers, lifting, pushing wheelchairs, use of other adapted equipment; and other necessary and appropriate medical procedures under the training and supervision of the school nurse); provides one-on-one academic instruction under the supervision of the classroom teacher; works to keep students on task during group instruction
2. Assists with therapeutic rehabilitation; prepares students for therapy and other special classes; administers the taking of medicine; monitors special diets
3. Attempts to incorporate fine motor skills, sensory stimulation, self-help skills, social skills and computer skills into classroom activities
4. Performs general housekeeping duties; sets up various equipment each morning; puts equipment away at the end of the day; washes mats, toys, equipment, etc. with appropriate cleaning supplies; performs simple repairs and maintenance related to student and school equipment
5. Accepts possible exposure to blood borne pathogens and other bodily fluids and may be required to wear personal protective equipment such as latex gloves

NOTE: All medically related procedures will be under the training and supervision of the school nurse (R.N.).

Pre-Kindergarten Classes:

1. Assists the teacher in setting up the room for morning activities; greets students; assists students with the placement of personal belongings
2. Supplements the activities of the teacher; assists students with activities; reinforces learning in small groups; provides one-on-one assistance; facilitates learning during centers; participates in activities for children with special needs; assists students with independent projects; listens to students; reads stories
3. Constantly monitors the behavior of students; rewards good behavior; responds to inappropriate behavior as instructed by teacher; supervises free time and situations when the classroom teacher is out of the room
4. Prepares daily snack
5. May work with special programs in the school as follows: accompany classes on field trips; assist with physical education class; assist with the instruction of emergency procedures; performs lunch, bus, hall duty, etc.; keeps abreast of and adheres to childcare licensure and sanitation rules and regulations
6. May accompany teacher on home visits



Exceptional Children Program Physical and Cognitive Requirements

The major physical and cognitive requirements listed below are applicable to the Exceptional Children Teacher Assistant job classification within the Exceptional Children Program of Scotland County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- walk, lift, reach, stoop, stand, grasp, kneel, crouch, key requiring repetitive motions
- use visual acuity in preparing and analyzing written or computer data
- visually inspect small defects and/or small parts
- operate a variety of machines, motor vehicles, hand, and job specific equipment and tools
- determine the accuracy and thoroughness of work
- observe general surroundings and activities
- communicate by spoken word to express or exchange ideas and convey detailed or important instructions to others accurately, loudly, or quickly
- safely work in situations of exposure to blood borne pathogens which may require specialized personal protective equipment
- communicate effectively orally and in writing
- establish positive relationships with students
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- work with both children and adults with disabilities
- talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)
- lift students of various weights independently and with shared responsibility