

Lenawee ISD

Role Description

Position Title: Special Education Teacher Assistant
Area: Special Education
Reports To: Teacher and/or Program Principal/Supervisor
Supervises: n/a
Last Revised: February 2017

SUMMARY:

Work under the direction of the teacher to provide a well-organized, smoothly-functioning educational and therapy program.

ESSENTIAL JOB FUNCTIONS *include the following. Other duties may be assigned.*

- Actively participates in the annual school improvement process
- On a daily basis, assists with record keeping and in preparing teaching materials
- Instructs students in the following ways:
 - Compliments instruction (i.e., assists the teacher during a lesson or activity)
 - Supplements instruction (i.e., assists the teacher by working with individuals or small groups of pupils on follow-up activities)
 - Reinforces instruction (i.e., assists the teacher by doing drill or remedial activities with individuals or small groups under the direction of the teacher)
- Assists students with activities of daily living which may include meals, hygiene, dressing
- Administration of medication and other health needs as designated by the LISD District Nurse
- Assists in the students' therapy programs
- Assists in maintaining an orderly and safe environment for the students
- Assists with the supervision of the students in all activities
- Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of teaching staff
- Attends and participates in staff meetings, school improvement activities, in-service training programs, parent-teacher conferences
- Operates and cares for equipment used by students as required
- Performs specific activities as directed by the teacher and/or therapist
- Serves as the primary source of information and help to any substitute teacher assigned in the absence of the regular teacher
- Assists in developing all necessary procedural guidelines used in the department
- Complies with rules and regulations around Child Find
- Maintains accurate, complete, and correct records as required by law, district, policy, and administrative regulation
- Makes provisions for being available to students, their parents/guardians, and school staff for education related purposes both during and outside the instructional day when required or requested to do so under reasonable terms

- Maintains professional competence in the field by attending and participating in professional organizations, workshops, and conferences
- Provide consultation and collaboration to students, their family members, and school staff
- Supports Strategic Plan
- Focuses on student achievement and growth
- Actively participates in the LISD Teacher Assistant Evaluation process
- As part of a classroom team, implements student's individual behavior plan and health care plans
- Works cooperatively with other staff members in planning, implementing and maintaining a coordinated program which supports the LISD Student Outcomes
- Aware of and complies with LISD Policies and Procedures in support of non-discrimination standards
- Assumes other responsibilities and performs other duties as assigned

- Universal Health Precautions:
 - Practices universal health precautions as outlined in the LISD Health Information Packet and/or described by the LISD school nurse
 - Stays informed of changes in current universal health precautions as described in the most current LISD Health Information Packet and/or as described by the LISD school nurse
 - Maintains adequate amounts of health equipment in assigned work area so to be able to properly handle bodily fluids based on universal health precautions guidelines and/or input from the LISD school nurse

- Lifting/Body Mechanics:
 - Follows LISD recommended body mechanics/lifting in-service schedule
 - Practices proper and safe lifting techniques when moving, transferring, and lifting people and/or objects as described per LISD approved lifting in-service(s) and materials

- Competencies, Skills and Abilities:
 - Ability to use computer for tasks such as for basic word processing, daily email, electronic calendaring, excel data processing, etc.
 - Ability to balance figures
 - Ability to compile statistics
 - Ability to coordinate itineraries/meetings/events/schedules
 - Ability to research information
 - Ability to prioritize multiple tasks
 - Ability to deal effectively with a changing environment and be open to new ideas
 - Ability to communicate in person, via phone and computer

- Physical Demands:
 - Occasional reaching/stooping/bending/kneeling/ crouching
 - Must be able to move intermittently throughout the work day with frequent prolonged standing/walking/ talking
 - Must be able to read and speak the English language

- Must have visual acuity
- Must be able to see, hear, and move intermittently, or use prosthetics that will enable you to function adequately to assure that the requirements of this position can be fully met
- Must be able to cope with the mental and emotional stress of the position

➤ Working Conditions:

- Handle high stress and multi-task situations
- Must have a regular and reliable level of attendance
- Occasional pressures due to multiple calls and projects
- May be exposed to long and/or irregular hours

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Required:

- High school diploma or equivalent
- Two years of college or two years of work experience
- Ability to lift up to 50 pounds or more
- Basic knowledge and experience of computer technology
- Experience working with young children and students with disabilities and their families

Preferred:

- Crisis Prevention training
- Knowledge of community agencies and other resources

CERTIFICATES, LICENSES, and REGISTRATIONS

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TERMS OF EMPLOYMENT

Weeks, salary, and fringe benefits per LIEA master contract. Non-Exempt.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LISD Board Policy on "Staff Evaluation."

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____

Date: _____