



Job Title	Special Education Teacher Assistant	Job Category	Classified
Department/Group	Special Education	Term of Contract	9 months (187 days)
Location	Local Schools	Travel Required	Yes
Level/Salary Range	Teacher Assistant	Position Type	Full time

Reports to	Local school principals/Special Education Director
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Job Description

To provide support to the instructional program within assigned classrooms with specific responsibility for assisting in the supervision, care and instruction of students with special needs; assisting in implementing plans for instruction; monitoring student behavior; and providing information to appropriate school personnel.

Responsibilities

- Adapts classroom activities, assignments and/or materials under the direction of a supervising teacher (e.g. reinforcement of individualized education program (IEP) goals and objectives, etc.) for the purpose of supporting and reinforcing classroom objectives as well as providing an opportunity for all students receiving special services to participate in classroom activities.
- Provides, under the supervision of assigned teacher, instruction to students in a variety of individual and group activities (e.g. math groups, science experiments, reading, behavioral skills, daily living skills, writing, verbal skills, sensory room activities, social skills training, etc.) for the purpose of reinforcing instructional objectives; implementing individual plans; and enhancing opportunities for all students to succeed.
- Supports teachers in the administration of tests as well as completion or review of school work.
- Assists students with special needs in the areas of grooming, community accessibility and other appropriate areas (that is feeding, brushing teeth, toileting, diapering, transferring students using wheelchairs to and from bus and activities incorporated in the daily routine as assigned by the supervising teacher) for the purpose of assisting students with their individual needs.
- Collaborates with supervising teacher(s) or other staff as assigned for the purpose of



communicating information, resolving issues, and providing services in compliance with established guidelines.

- Confers with teachers (special education and/or inclusion teacher) on a regular basis for the purpose of accountability and assisting in evaluating student progress and/or implementing IEP objectives.
- Implements, under the supervision of assigned teacher, behavioral intervention plans for the purpose of presenting and/or reinforcing learning skills, concepts, strategies, etc.
- Monitors students with special needs across all settings (e.g. classroom field trips, lunchroom, playground, during life enrichment activities, etc.) for the purpose of providing a safe and positive learning environment.
- Performs record keeping, data collection and clerical functions (e.g. checking papers, maintaining daily logs, etc.) for the purpose of supporting the teacher in providing necessary records/materials.
- Responds to emergency situations (e.g. running, fighting, displaying inappropriate behaviors, displaying aggressive behaviors, etc.) for the purpose of resolving immediate safety concerns.
- Maintains confidentiality.
- Perform duties in a manner that promotes good public relations.
- Be familiar with and follow Board of Education policies.
- Assume other reasonable related job duties as assigned by supervisor.

Working Environment

The usual and customary methods of performing the job's functions may require the following: physical strength, mental health, agility, dexterity, acuity and mobility to perform job responsibilities; the ability to lift 50 pounds, possess full range of motion, and the ability to physically restrain students of varying age levels and sizes; ability to stand, walk, stoop, and assist with student toileting and specific hygiene needs; and ability to transfer students, feed students, and provide physical support and intervention when required. This job is performed in a generally clean and healthy environment.

Qualifications/Education/Certifications:

- Must hold an Associate's degree (or)
Have completed a minimum of 48 semester hours of study at a regionally accredited institution of higher education (or)



Have successfully completed the Alabama State Board of Education approved WorkKeys test

- Such alternatives to the above qualifications as the Board deems appropriate.

Board Approved October 19, 2021