Hickman County School System

Job Title: Special Education Teacher Assistant

Contract Period: 10 month contract

Reports to: Teacher, Building Principal, Special Programs Supervisor

Purpose of Job

Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.

Essential Duties and Responsibilities

• Assists with students needs as prescribed in the IEP or health plan for the purpose of meeting immediate health care needs and/or developing children's daily living activities and behavioral skills.

• Assists students in and out of wheelchairs; loading and unloading on the bus; transporting students in their wheelchairs in and around school and on field trips for the purpose of ensuring the student gets to and from school and to the proper places safely.

• Supports students in the classroom with instructional support and strategies.

• Monitors students during assigned times such as lunch, recess, and others for the purpose of maintaining a safe and positive learning environment.

• Performs clerical tasks (e.g. making copies, filing, etc.) for the purpose of helping the teacher get instructional materials ready.

• Provides instruction, under the supervision of the teacher, to the students in a variety of individual and group activities (e.g. academic subjects, social skills, daily living skills, reading tests aloud, etc.) for the purpose of implementing the IEP.

Minimum Training and Experience Required

Applicants must demonstrate strong communication skills to communicate with colleagues, parents, and students. Previous experience working with children is preferred. Applicants must complete a criminal background check and fingerprinting.

Evaluation Process

Annual evaluation with the principal of the school based on the job description.

Application Process

Candidates wishing to apply for this position should complete an Application for the Hickman County School System, located [here](http://hickmank12.org/wp-content/uploads/2015/07/TeacherApp.pdf). Applications can be mailed to 115 Murphree Avenue, Centerville, TN 37033.