

Hotevilla Bacavi Community School
POSITION DESCRIPTION
Approved: March 13, 2026



TITLE: Special Education Teacher Assistant	EMPLOYMENT: 10 Months
CLASSIFICATION: Non-Exempt	CATEGORY: Support

GENERAL STATEMENT OF RESPONSIBILITIES: Performs duties that are instructional in nature and delivers direct service to students. Serve in a position for which a teacher or another professional has ultimate responsibility for the design and implementation of educational programs and services. Assist to implement learning experiences that advance the intellectual, emotional, social, and physical development of student within a safe, healthy learning environment. Ability to offer alternate methods of instruction for students.

I. QUALIFICATIONS:

1. Must have Associate of Arts Degree or 60 or more semester hours of college credit
2. Ability to communicate ideas and directive in clear and effectively both orally and in writing
3. Must have knowledge of computers
4. Knowledge of Hopi Culture/Language preferred
5. Must have valid Arizona Driver License
6. Must pass criminal background checks by state, federal, and Hopi Tribe
7. As a minimum qualification, applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last 5 years of employment
8. Must have or obtain CPR and First Aid certification
9. Must have or obtain Food Handler's certification by September 1st of current school year

II. DUTIES AND RESPONSIBILITIES:

1. Assist Classroom teacher in performing specific duties as assigned or undertaking specialized tasks to achieve and enhance instructional and behavioral objectives
2. Ensure compliance with IDEA, Section 504, and applicable state regulations including Least Restrictive Environment (LRE).
3. Work under the direction of Special Education Teacher to meet the needs of students with special needs
4. Work with individual, small groups or large groups as determined by classroom/Special Education Teacher
5. If needed, work on a one-to-one basis with a student during the school day
6. Assist students with mobility needs (i.e. lifting and positioning students, loading and unloading, transporting students in and around the school and on field trips)
7. Assist students with personal care needs (i.e. toileting, clothing, hygiene, diapering, etc.)
8. Implement any therapy indicated by a service provider (O.T., P.T., School Psychologist)
9. Maintain appropriate service logs as directed by Special Education Teacher or administrator
10. Adapt classroom activities, assignments and/or materials under the direction of the classroom or special education teacher/coordinator
11. Participates in the implementation of IEP goals
12. Utilize appropriate language, interactions, and positive discipline
13. Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums or field trips
14. Enforce administration policies and rules governing students
15. Observe students' performance and records relevant data to assess progress

16. Plan, prepare, and develop various teaching aids such as required by classroom and/or Special Education teacher
17. Maintain accurate education folders for student progress, benchmark data, school adopted assessments.
18. Uses computers, audiovisual aids, and other equipment and materials to supplement presentation
19. Attend staff meetings, and serve on committee as required
20. Assist in bus loading and unloading
21. Engage in continuing education and professional development activities such as trainings, workshops, and classes to meet required qualifications
22. Help to maintain a clean and organized learning environment
23. Prepare lesson materials, exhibits, equipment, demonstrations, and bulletin board display after school
24. Serve as assistant to grade and program as assigned
25. Promoting test preparation through the instruction of technology skills included in adopted assessments including BIE summative assessments.
26. Will make collaborative efforts to assist in reaching school improvement goals.
27. Will be in daily attendance of 90% or better on a monthly basis.

III. OTHER REQUIRED RESPONSIBILITIES

1. Attend staff meetings and all required school in-service program activities.
2. Be responsible for own involvement as contributing member involving group decisions and the development of a positive, cooperative building environment.
3. Be responsible for following accountability procedures; know and observe Board policies and regulations.
4. Account for school and school property, as required.
5. Provide Quality Customer Service.
6. In the event of absence, contacts his/her immediate supervisor within the specific time ensure coverage of duty area.
7. Performs other duties as assigned by supervisor.

IV. **SUPERVISION RECEIVED BY:** Principal and Special Education Teacher/Coordinator

CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Hotevilla Bacavi Community School Board functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations, or school policies.

REVIEWED BY: _____ DATE: _____
Employee

APPROVED BY: _____ DATE: _____
Immediate Supervisor

APPROVED BY: _____ DATE: _____
Governing School Board