

TEACHER ASSOCIATE - SPECIAL EDUCATION/Orthopedically Handicapped

Purpose Statement

The job of Teacher Associate - Special Education/OH was established for the purpose/s of assisting assigned teaching personnel in the supervision and instruction of special education students; performing classroom clerical tasks; and assisting students by meeting special health care needs and developing students' daily living and behavioral skills.

This job reports to Site Administrator.

Essential Functions

- Assists students in and out of motor vehicles for the purpose of assisting students with physical handicaps.
- Assists students with personal hygiene, body care, and toileting for the purpose of providing required care for assigned students.
- Attends parent/teacher meetings for the purpose of assisting in evaluation of students' progress and/or implementing students' objectives.
- Implements plans (e.g. supervision in other areas of school, counseling student on behavior, reinforcing positive behavior) for the purpose of meeting students' social and daily living skills.
- Implements, under the supervision of the teacher, instructional programs in accordance with lesson plans for the purpose of assisting the teacher in improving students' academic success through a defined course of study.
- Keeps routine records (e.g. behavior records, student files) for the purpose of documenting activities and/or providing reliable information.
- Monitors and supervises students and assists the teacher in maintaining order (e.g. classroom, library, playground, emergency drills, field trips) for the purpose of providing a safe and positive learning environment.
- Performs a variety of housekeeping duties (e.g. laundry and general clean-up) for the purpose of maintaining a clean, safe environment.
- Performs and assists with clerical tasks (e.g. simple computer applications, typing, duplicating, filing, scheduling, operating audio-visual equipment, etc.) for the purpose of supporting the teacher and/or administrator in providing records/materials.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares instructional materials under the teacher's supervision for the purpose of providing instructional support to the teacher.
- Presents instructional materials to individual students or small groups in conjunction with the teacher's plan; monitors students' work (e.g. one-on-one work in any area of curriculum assigned by teacher, supervising student(s) in other classes, administering tests, etc.) for the purpose of providing a method to support and/or reinforce lesson plans.
- Provides examples to students in a variety of areas (e.g. communication, self-control, cooperation, demonstration of teaching aides) for the purpose of providing support and/or reinforcement to students.
- Reports and/or corrects unsafe conditions for the purpose of ensuring a safe environment for students.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adherence to safety practices; operating equipment used in special education; usage of standard office equipment and modern office methods.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: grade level instructional material; application of curriculum content as it applies to individual differences; understanding of general needs and behavior of children; correct English usage, spelling, grammar, and punctuation.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: ability to instruct under minimal guidance of the teacher in charge; ability to establish and maintain effective relationships with adults and children; plan learning activities under guidance of teacher in charge; assume a high level of responsibility and independent activity; and ability to work effectively with children who have special needs.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: lifting up to 50 lbs, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 20% walking, and 60% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience Job related experience is desired.

Education Two years of college or an Associate's Degree is required.

Equivalency None Specified

Required Testing

Pre-employment Proficiency exam if education requirements not met
Pre-employment Physical Exam

Certificates & Licenses

CPR/First Aid Certificate

Continuing Educ. / Training

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Test

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 9