



## SPECIAL EDUCATION TEACHER ASSISTANT

### Job Overview

The job of the Special Education Teacher's Assistant was established for the purpose/s of providing support to the instructional program within assigned educational settings with specific responsibility for assisting in the supervision and instruction of special needs students; observing and documenting student progress; implementing plans for instruction; and assisting students by providing for special health care needs.

This job reports to the School Site Principal

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### Essential Functions

- Administers immediate first aid and medical assistance as instructed by orders from a health care professional (e.g. diapering, tube feeding, colostomy bags, etc.) for the purpose of meeting immediate health care needs and/or developing children's daily living activities and behavioral skills.
- Applies and removes therapy appliances as instructed (e.g. body braces, leg braces, sensory devices, etc.) for the purpose of ensuring the student has the proper equipment according to the IEP plan.
- Assist students by enabling them to access their electronic communicators, switches, pointers, feeders, etc. for the purpose of ensuring equipment is hooked up properly and functioning properly.
- 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.
- Assists with pre-lunch and lunch activities (e.g. heat food, grind food, collect lunch money, feeding, etc.) for the purpose of helping the teacher and lunch personnel get the student fed.
- Assist students with toileting and/or personal hygiene as needed to ensure safety and meet health care needs.
- Attend meetings and in-service presentations (e.g. first aid, CPR, emergency procedures, behavior management, CPI, IEPs, etc.) for the purpose of acquiring and/or conveying information related to job functions.
- Participates in the implementation of IEP goals and student behavior plans and communicates with supervising instructional staff and/or professional support personnel for the purpose of meeting IEP goals; fostering effective and safe student learning; and/or district benchmarks.
- Maintains instructional materials and/or manual and electronic files/records (e.g. lessons, attendance, pencils, paper, teaching supplies, bulletin boards and/or room decorating, etc.) for the purpose of ensuring availability of items, providing written reference, and/or meeting mandated requirements.
- Monitors students during assigned periods within a variety of school environments (e.g. lunch, bus stops, playground, classroom, restroom, field trips, public transportation, assemblies, kitchen, etc.) for the purpose of maintaining a safe and positive learning environment.

### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, 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, 40% walking, and 40% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.



**Qualifications**

**Minimum experience:** Job related experience is preferred.

**Minimum education:** High School diploma or equivalent.

**Required Testing:**

None Specified

**Required Certificates and/or Licenses:**

CPI Preferred

**FLSA Status:**

Non-Exempt

**Continuing Education/Training:**

None Specified

**Clearances:**

Criminal Justice Fingerprint/Background  
Clearance

**Employee**

**Type:**  
Classified

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