

**Job Title:** TEACHER'S ASSISTANT  
**Reports To:** Teacher/Director

**GENERAL PURPOSE OF JOB**

Performs any combination of instructional tasks in the classroom to assist teachers and teaching staff with daily activities of the students, inside or outside of the classroom by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- \_\_\_ 1. Implements academic programs and lesson plans as directed by assisting with material preparations, assignments, and activities prior to classroom time.
- \_\_\_ 2. Coordinates instructional activities with classroom teacher and communicates with students at their comprehension level.
- \_\_\_ 3. Performs standard classroom procedures by substituting for teachers as directed and assisting with record maintenance, progress documentation, reports, and academic testing.
- \_\_\_ 4. Develops and implements behavioral objectives by assisting with implementation of behavioral strategies to meet each student's goals and objectives and assists with monitoring and documenting student behavior patterns.
- \_\_\_ 5. Implements expectations and consequence guidelines for each student through "line-of-sight" supervision, positive interaction and role modeling, appropriate scoring of observed behaviors, and appropriate consequences or limit setting based on behaviors and program definition.
- \_\_\_ 6. Maintains safety and security of the facility through close observation and monitoring of the students, maintaining optimal physical proximity, remaining alert at all times, and using analytical forethought to anticipate potentially volatile or unsafe situations to proactively intervene.
- \_\_\_ 7. Stimulates student's interest and cooperation in various individual and group activities and programs through positive interactions, instruction, supervision, feedback and encouragement.
- \_\_\_ 8. Participates as a team member by demonstrating cooperation, compromise, and appropriate expression of opinion.
- \_\_\_ 9. Promotes good community relations by ensuring all written and verbal communication is clear, concise, legible, and accurate.
- \_\_\_ 10. Communicates effectively and cooperates with families, relevant external personnel, and staff members.
- \_\_\_ 11. Completes accurate and timely documentation on student's behavior as outlined by school procedures, reports observations to relevant staff and makes recommendations

based on observations. Assists in preparation of other behavioral reports and daily activities log as required. Maintains confidentiality of student records as directed.

- \_\_\_ 12. Complies with all company policies and procedures and regulatory requirements, reporting any known or suspected violations to his/her supervisor or through other means identified in company policy.
- \_\_\_ 13. Escorts and supervises students to and from classrooms, activities, indoor/outdoor recreation, and mealtime, and provides instruction as needed. Transports residents to and from medical appointments or other activities as directed.
- \_\_\_ 14. Uses appropriate counseling skills by de-escalating aggression, using active listening skills, using appropriate tone and volume of voice, providing a high frequency and variety of positive reinforcement, maintaining appropriate boundaries, and promoting a positive peer culture.
- \_\_\_ 15. Provides appropriate crisis intervention as necessary by anticipating and responding quickly to escalating behaviors, utilizing de-escalation techniques to diffuse the situation, correctly prioritizing safety concerns, following proper restraint technique guidelines, and displaying neutral emotions.
- \_\_\_ 16. Consistently meets school and regulatory training requirements by attending all mandatory staff meetings and training sessions as required.
- \_\_\_ 17. Assures cleanliness and orderliness of the classroom and proactively assists in all security, maintenance, and safety functions as required for the overall facility.
- \_\_\_ 18. Ensures appropriate student to teacher ratio is maintained at all times.
- \_\_\_ 19. Implements ABA techniques based off of FACE protocols.
- \_\_\_ 20. Accepts feedback and shows continued improvement through integrity checks.
- \_\_\_ 21. Report to work on time and be ready to work immediately.

### **QUALIFICATIONS :**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. An individual must be able to perform their duties in a positive work mode and serve as a positive role model and influence for youth and peers. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **1. EDUCATION and/or EXPERIENCE**

High School Diploma is required; Associate's degree (A. A.) or equivalent from two-year college or technical school is preferred; and one to two years related experience and/or training; or equivalent combination of education and experience.

#### **2. CERTIFICATES, LICENSES, REGISTRATIONS**

Must meet the Highly Qualified Para Professional requirements of the SDHC.

#### **3. LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and policy/procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**4. MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Elementary use of computer spreadsheet programs.

**5. REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**6. PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand; walk; run; sit; use hands to finger, handle, or feel; reach with hands and arms; and see, talk, and hear. The employee occasionally is required to stoop, kneel, crouch, crawl, climb or balance. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move a minimum of 25 pounds. Specific vision abilities required by this job include close, distant, and peripheral vision, color and depth perception, and ability to adjust focus. The employee may occasionally be required to physically restrain students, using authorized restraint procedures as a last resort for protection of student and staff.

**7. WORK ENVIRONMENT**

The work environment for this position is a school facility setting. While performing the duties of this job, the employee may be exposed to students who may ask inappropriate personal questions, display socially unacceptable personal behaviors, use profanity and sexually explicit phrases, make threats or insulting remarks regarding appearance, age, sex, or race, and exhibit defiance, dishonesty, and assaultive or self-destructive behaviors. The employee is occasionally exposed to outside weather conditions and may be subject to occasional local travel as required by facility needs. The noise level in the work environment is usually quiet to moderate. The employee may be required to clean up all bodily fluids as well as assist students of all ages with diapering/toileting to include changing diapers and sanitary napkins.

**Employee Declaration**

I have reviewed and understand the job functions of this position and state that I can perform the essential functions without accommodations.  Yes  No

If an accommodation is needed, please describe the reasonable accommodations required for you to perform these essential job functions.

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Employee Name: (Please Print) \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_