

Cape Girardeau Public School District No. 63 Job Description

Job Title: Early Childhood Special Education Teacher Assistant

Terms of Employment: 10 month contract; 174 days

FLSA Status: Non-Exempt

Reports to: ECSE Teacher/ Director, Special Services

Brief Description of Position:

The Special Education Teacher Assistant will be responsible for assisting the Special Education Teacher with maintaining a program and class environment favorable to learning and personal growth of pupils developmentally delayed.

Required Qualifications:

- Bachelor's degree
- Valid Missouri certificate in Special Education/Cross Categorical
- Excellent oral and written communication skills
- Skills in human relations, leadership and conflict management.
- Knowledgeable of teaching techniques that meet the diverse needs of students
- Demonstrate skills in computer word processing, spreadsheets and data bases
- Working knowledge of Professional Learning Communities
- Experience in formative assessments, cooperative learning techniques, and data analysis

Desired Qualifications:

- Prior experience working with special needs children

Essential Duties and Responsibilities:

- Participates in the IEP process by attending IEP meetings, collaborating with IEP team members, preparing IEP paperwork, and delivering instruction to enable students to make IEP goal progress.
- Meets and instructs assigned classes in the locations and times designed.
- Assists in implementing program of study that meets the individual needs, interests, and abilities of students.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students through a variety of opportunities to learn.
- Prepares for students assigned and demonstrates written evidence of preparation upon request of immediate supervisor.

- Employs a variety of instructional techniques, technology, and instructional media, consistent with the needs and capabilities of the individuals or student groups involved.
- Assists in transitioning for children into appropriate school setting. Monitors evaluation and timelines to ensure appropriate placement and programming.
- Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Maintains confidentiality and non-judgmental views of children and families served.
- Takes all necessary and responsible precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative procedures. Communicates with parents regarding evaluation, programming, placement, services, and rights of students with disabilities.
- Assists the administration in implementing all policies and rules governing student life and conduct.
- Develops reasonable rules of classroom behavior and procedure in the classroom and maintains order in the classroom in a fair and just manner.
- Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Plans and supervises purposeful assignments for educational assistants.
- Performs other as assigned by the Director of Special Service or Superintendent.

Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between locations will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Reviewed August 2013