

## **SPECIAL SCHOOL DISTRICT, St. Louis County, MO**

### **Job Description**

**Position Title:** Teacher Assistant  
**Reports To:** Teacher/Principal/Coordinator

**Summary:** Assists the teacher in providing each student with a program that will enable the student to reach his/her fullest potential.

#### **Job Responsibilities:**

##### **Instruction and Learning – Student achievement/performance and staff growth**

1. Becomes familiar with the teaching procedures used by the teacher, the teacher's schedule of activities, the continuity of academic progression, and the materials and equipment available.
2. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
3. Assists the teacher in devising strategies for reinforcing materials or skills based on an understanding of individual students, their needs, interests, and abilities.
4. Guides independent study, enrichment work, and remedial work set up and assigned by teacher.
5. Provides escort and assistance to children as necessary throughout a variety of school and community settings.
6. Checks students' work, corrects papers, and supervises testing and make-up work, as assigned by the teacher.
7. Assists with large group activities such as drill work, reading, and storytelling.
8. Assists teacher in maintaining work and study areas, equipment, materials and facilities.
9. Assists the student(s) assigned to him/her in such physical tasks as putting on and taking off outerwear, moving from room to room, using the lavatory, etc.
10. Operates teaching aids, i.e., VCRs, computers, tape recorders, etc.
11. Substitutes for teacher when needed.
12. Alerts the teacher to any problem or special information about an individual student.
13. Assists with the supervision of children during regular play periods.
14. Assists with clerical responsibilities of the teacher.
15. Participates in preschool workshops, in-service training, parent conferences when appropriate, IEP conferences, and team meetings.
16. Assists with lunch, snack, clean up, wash up, and toilet routines.
17. Assists with health-related procedures such as, but not limited to, feeding, tube feeding, lifting, positioning, carrying, toileting, clean intermittent catheterization and suctioning when trained.
18. Assists teacher in dealing with students who have challenging behaviors.
19. Assists with Crisis Prevention Intervention Techniques (CPI) when trained.
20. Assists the teacher in maintaining an environment that is conducive to learning.

21. Observes, records and follows the management plan established by the teacher.
22. Assists in managing pupils in the classroom, cafeteria, on the playground, and all related activities as directed.
23. Assists in preparing teaching materials during the school day as directed by the teacher.
24. Assists in prompting pupils to reinforce previously taught materials as prescribed by the teacher.
25. Within the classroom setting, the assistant reports to the teacher in matters involving the students' programs and related activities.

### **Collaboration**

Follows supervisory chain of command.

### **Compliance**

1. Maintains ethical behavior and confidentiality of information about students.
2. Adheres to the district's policies and procedures.
3. Workday is seven and one-half hours.
4. Performs other duties and responsibilities as assigned.

### **Qualifications:**

#### **Education and/or Experience:**

Sixty hours of college credit required. Experience working with children preferred.

### **Essential Functions:**

*(As required by law, reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of a job.)*

#### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and policy and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively.

#### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals and percentages.

#### **Reasoning Ability**

Ability to problem-solve and apply common sense understanding to carry out instructions furnished in written and/or oral or diagram form.

#### **Physical Demands**

While performing the duties and responsibilities of this job, the employee is regularly required to talk and hear, stand, move and walk at a brisk pace, sit, and use hands and arms to handle, feel and reach. The ability to accompany students anywhere on school premises. The employee is occasionally required to stoop or kneel and occasionally lift and move up to 50 pounds. Regular attendance on the job is expected and necessary. Additionally, the employee must be physically able to implement all BOE policies, District procedures and to perform NCPI training and techniques. The employee must be physically able to react and intervene quickly during crisis

situations, such as but not limited to the following circumstances: student elopement, physical altercations involving students or any situation that requires physical intervention to maintain student safety. Regular certification of NCI training is a requirement of the job.

**Terms of Employment:**

Terms covering compensation, benefits, and working conditions are specified by the Board of Education's policies, agreements and approvals.

**Evaluation:**

Performance of this job will be evaluated annually in accordance with the Board's policy of the PBPE.

**Approved Date: September 2002**

Revised: October 2003

Revised: March 2004

Revised: July 2004

Revised: September 2004

Revised: July 2010

Revised: January 2011, August 2013