

## **Exceptional Children Teacher Assistant**

**Salary:** State Salary Schedule

**Reports to:** Classroom teacher, school principal, and EC Director

**Job Goal:** To provide support to the Exceptional Children's (EC) teacher in the program delivery for all EC students.

### **Qualifications:**

A minimum of 48 semester hours of college coursework or higher.

### **Nature of Work**

Under general supervision, the employee may perform a wide range of tasks in order to support the efforts of the teacher, meet the needs of all students, and ensure the provision of quality instruction for all students. Employee provides one-on-one assistance with academics and behavioral problems, and may lead small group activities. Employee assists teacher with general housekeeping.

### **Responsibilities/Duties:**

- Must understand and follow policies and procedures established by the Caswell County Board of Education.
- Must be able to support students with at risk behaviors.
- Must be able to assist in the implementation of the daily instructional program.
- Must maintain confidentiality of all student information.
- Must be able to maintain a professional attitude.
- Must be able to treat students, parents, and colleagues with dignity and respect at all times.
- Requires the ability to interact with students in an appropriate manner while displaying an understanding of each student's individual needs, abilities, and disabilities.
- Must be able to carry out all physical care routines for students as indicated on their Individualized Education Plan (IEP) and/or Health Plan.
- Must be able to use a variety of equipment and classroom tools for children with special needs, etc.
- Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.
- Provides support for hygiene, toileting, and eating, as needed.
- If applicable, work 1:1 with a special needs child.
- Redirect aggressive behaviors.
- Support structure task learning.
- Performs other related work as required.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.