

Job Title: Special Education Teacher Assistant

Qualifications:

1. High school diploma or equivalent, post-secondary education preferred.
2. Demonstrated aptitude for work to be performed.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Teacher

Performance Responsibilities:

1. Attend 30 hours of paraprofessional training in areas related to Special Education.
2. Assist Special Education teacher with diagnostic testing and follow-up.
3. Perform tasks related to classroom activities.
4. Guide independent study, enrichment work, or remedial work set up by teacher.
5. Assist in preparation of instructional aids.
6. Assist with non-instructional classroom activities.
7. Assist with routine clerical duties.
8. Check notebooks, grade papers, and supervise testing.
9. Assist the teacher with supervision of students.
10. Be regular and punctual in attendance.
11. Maintain confidentiality of any school system related information.
12. Maintain proper and professional relationship with other employees.
13. Perform duties in a manner that promotes good public relations.
14. Be familiar with and follow Board of Education policies.
15. Perform other reasonable office related duties as needed.

Terms of Employment: Nine months a year; salary to be determined by correct salary schedule.