

Teaching Assistant

Job specifications are intended to present a descriptive list of the range of duties performed by employees in the classification.

Nature of Work

This position requires paraprofessional work of an instructional, therapeutic nature, or personal nature in an educational setting with individuals or with small groups of students, with moderate to severe disabilities who have developmental, cognitive, learning, physical and/or social-emotional disabilities.

An employee in this classification is responsible for working with the teacher or supervisor to assist in the design, implementation, and evaluation of program activities to ensure high levels of learning and performance for students. Work involves the development of an effective personal relationship with children. An employee is provided with specific instructions, and is under the direct supervision of a classroom teacher or other appropriate certified professional staff.

This position requires a desire and ability to work with students across various domains which include assisting students to learn and apply academic skills, self-help skills, communication skills, mobility skills, socialization skills, self-regulatory skills, and positive behavioral interaction skills. This position may require the individual to work closely and collegially with a team of professionals and therapists in a flexible and cooperative manner, putting the needs of the students first. This work involves the development of effective relationships with both the students and other adults working within the classroom. This may require an unusual amount of patience, consistency, flexibility, tolerance and empathy on the part of the employee. This work may require the performance of various instructional and therapeutic duties that may be unique to the student and/or the classroom. These duties, although specialized, can be learned on the job and will be monitored and supervised by appropriate certified personnel.

Duties and Responsibilities:

- Follows all school district policies and procedures.
- Maintains effective professional communication and collaborations with classroom teachers.
- Assists the classroom teacher with reinforcement of curriculum in all core areas.
- Works with students on an individual basis or in small groups.
- Assists the classroom teacher in bringing the student's achievement standards to proficiency levels.
- Assists the classroom teacher in monitoring/evaluating student achievement/classroom performance.
- Corrects student's work when the teacher provides an answer key.
- Monitors behavior management and disciplinary plans developed by the teacher, and keeps accurate records in relation to such plans.
- Interacts with students in a developmentally appropriate and positive manner.
- Assists in setting up Individualized Education Plan meetings.
- Copies students' paperwork as needed.
- Provides support by setting up work area, displays, bulletin boards, operating equipment and distributing and collecting papers, supplies, and materials.
- Assists on field trips when educationally necessary and approved.
- Performs other duties within the building such as recess, skills, hall, lunchroom, or bus as assigned by the principal or supervisor.
- Participates in the required professional development programs designed for staff development.
- Performs responsibilities unique to teacher assistants who work with students who are medically fragile and/or physically handicapped i.e. lifting, self-help skills, positioning, transferring, etc.
- Performs responsibilities unique to teacher assistants who work with students who have developmental, cognitive, learning, physical and/or social-emotional disabilities.

- Implements procedures, protocols and interventions that are unique to individual student or classroom needs i.e, positive behavioral supports, communication systems, physical transfers, toileting, self-help skills, visual supports, sensory diets, feeding protocols and Crisis Prevention and Intervention techniques.
- Participates in the required professional development programs designed for individual students or classrooms.
- Interacts with students in a developmentally appropriate, respectful, consistent and empathetic manner.
- Demonstrates an understanding of and a desire to work with the students to whom they are assigned.
- Collects and organizes student performance data.
- Exhibits interpersonal skills with students and adults in order to help create and maintain a positive learning environment.

Knowledge, Abilities and Skills

Knowledge of:

- ◆ Basic instructional methods and techniques, educational practices and procedures.
- ◆ Classroom procedures and appropriate student conduct.
- ◆ Basic child/adolescent developmental stages

Ability to:

- ◆ Maintain confidentiality
- ◆ Work with children in a sensitive and effective manner
- ◆ Analyze, communicate, and use interpersonal skills.
- ◆ Readily learn assigned duties and adhere to classroom/student procedures
- ◆ Maintain accurate and complete records and files required by law, school district policy and procedures.
- ◆ Understand and follow oral and written instructions.
- ◆ Assure the health and safety of students by following health and safety practices and procedures.
- ◆ Operate office/school equipment.
- ◆ Work as a collegial partner with other professionals
- ◆ Consistently follow established procedures and protocols
- ◆ Implement CPI techniques, after appropriate training, when required
- ◆ Take initiative and be proactive
- ◆ Understand specific disabilities of the students with whom the employee will be working

Minimum Education, Certification and Training/ Experience

Must:

- ❖ Must be of good character.
- ❖ Meet Federal requirements for an instructional classroom assistant including:
- ❖ Possess a high school diploma or general equivalency diploma (GED).

AND:

- ❖ Have an Associates Degree related to the field of education; **OR**
- ❖ Completed at least 2 years of college (48 credit hours) related to education; **OR**
- ❖ Completed and passed a RI certified Teacher Assistant Training Class (if not grand-fathered)
- ❖ **AND** passed the ParaPro Assessment with a score of 461 or higher demonstrating competency in knowledge and instructional skills in reading, writing, and math.

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