



New Directions Teaching Assistant

Job Description:

To assist certificated staff in the instruction, supervision, and training of individuals or groups of students (ages 12 to 22 years) with a variety of special education needs; assist credentialed staff in the training and evaluation of school staff; perform a variety of instructional services within a well-defined framework of policies and procedures; provide a range of instructional training experiences in a variety of educational environments which may include specific classrooms, learning centers, vocational programs, the community and/or other instructional facilities. May service students with any of, or combination of, the following conditions; mental retardation, autism, severe physical/medical involvement (i.e. cerebral palsy, seizure disorders, etc.), communication disorders (to include non-verbal), hearing/vision impairment, learning disorders, emotional disturbances, behavior disorders and to perform related duties as assigned. Direction and supervision is provided by the Principal, Classroom Teacher, and Senior Teaching Assistant.

Employment Standards:

Pertinent academic areas and learning situations.

Standard English usage, spelling, grammar, and punctuation. Communicate effectively in both oral and written form.

Use of standard office machines.

Safe work practices and proper lifting techniques.

Ability to respond promptly to requests of internal and external clients; provide them needed information, assistance, training, materials and resources.

Establish and maintain cooperative working relationships with those contacted during performance of job duties.

Develop rapport with all students, being fair, consistent and respectful.

Plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines.

Establish an instructional environment to meet individual student needs.

Take appropriate action in emergency situations; follow procedures in a calm, reasonable manner.

Facilitate age-appropriate interactions, activities and instruction to all students regardless of disability.

Analyze situations including instruction, class and behavior management and implement an effective course of action.

Recognize, stimulate and solicit student interest, input and participation to the fullest extent of each student's potential.

Learn basic first aid and CPR.

Passing scores on the proficiency test.

Typical Duties:

Assists in directed instruction including:

- Vocational skills, job and work related tasks
- Academics (reading, writing, math concepts)
- Motor skills (physical education, body awareness)
- Speech/language (communication skills)
- Leisure/recreation (recess, games, outings, breaks)
- Domestic skills (food preparation, housekeeping)
- Self-help (personal hygiene, etiquette, and manners)

Maintains an effective learning environment through student supervision, class management and student discipline.

Performs a variety of clerical tasks, including typing, making copies, collating, gathering resource information/materials, filing, answering phones, taking and relaying messages, word processing, etc.

Contributes relevant feedback/information on student progress through observation, interaction, and maintaining accurate records.

Performs related duties as required.