

Job Title: **Teacher Assistant – Alternative Education**



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 10

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD
JUNE 20, 2017
MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to provide assistance to certified teachers in an educational environment for an alternative education program working with students with disabilities as well as severe behavioral issues such as aggression, violence, and verbal abuse.

ESSENTIAL JOB FUNCTIONS

- Assists in the supervision of learning activities, circulating within the classroom and providing assistance and education support to students.
- Provides instruction to students as prescribed by the supervising teacher and reinforces skills introduced by the teacher.
- Assists teachers in checking and objectively evaluating students' work; works with students individually and in small groups reinforcing skills based upon instructional guidelines; may utilize games, stories, or other manipulatives to enhance students' learning skills.
- Assists in managing student behavior and maintaining classroom order; reinforces rules of the school and classroom; escorts students to time out and/or principal's office.
- Assists in applying the use of specific crisis intervention techniques with students exhibiting aggressive behavior posing a threat to self or others, or leaving the assigned area.
- Assists in the preparation of lesson plans and teachers' preplanning sessions; provides input and assistance in the development of classroom activities and learning tools.
- Assists with grading and evaluating students.
- Assists in the main office with the daily operations, classroom schedules, entry and exit of students, and reports being generated.
- Assists in the diagnosing of math and communication skills; monitors students' progressive learning skills; makes teacher aware of students' learning deficiencies; documents record of learning activities and diagnosis.
- Prepares or assists in the preparation of instructional materials.
- Coordinates with staff for classroom learning resources; sets up equipment in classroom for teacher's instructional studies.

- Assists in preparing classroom bulletin boards, classroom decorations, displays of student activities, etc.
- Prepares instructional reports and completes required forms, schedules, and other data as required; performs a variety of clerical tasks such as typing, copying, stapling, filing, assembling, and locating materials, laminating, etc.
- Maintains accurate and complete records of a variety of student information which may require the use of a computer terminal to enter student scores and other student data.
- Cleans, tidies, and prepares rooms and/or labs.
- May be assigned monitoring duties; assists with appropriate student conduct.
- May be assigned to various labs providing assistance to teachers and instruction/information to students.
- May assist ESE (Exceptional Student Education) students in understanding instructional guidelines and lessons and by providing tutorial and other support services.
- May be assigned to a secure, juvenile detention facility working with youth who may be charged with felony offenses.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma, GED, or equivalent.
- Must meet state and local requirements for employment.
- One (1) year of experience related to education and training activities in an organized learning environment.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of use of standard office machines and classroom equipment.
- Requires the ability to display knowledge of basic remedial teaching methods and techniques.
- Requires the ability to display knowledge of classroom methods and procedures.
- Requires the ability to display knowledge of techniques for dealing with aggressive students.
- Requires the ability to display knowledge of child growth and development, developmentally appropriate practices; Trauma-Informed Care.
- Requires the ability to display knowledge of basic behavior management principles.
- Requires the ability to display knowledge of basic CPR methods and standard first aid.
- Requires the ability to display knowledge of universal health precautions.
- Requires the ability to display knowledge of record keeping principles and practices.
- Requires the ability to display knowledge of the use of specified computer applications involving word processing, data entry, and standard report generation.
- Requires the ability to display knowledge of techniques for securing cooperation of students and engaging students in learning activities.
- Requires the ability to display knowledge of juvenile justice system and working with youth who may be charged with felony offenses in either the juvenile or adult corrections system.
- Requires the ability to use routine word processing software and familiarity with basic computer operations.

- Requires the ability to assist students in remediation studies.
- Requires the ability to obtain effective requisite skills from students.
- Requires the ability to motivate students' interest in learning activities.
- Requires the ability to encourage students to acquire requisite skills.
- Requires the ability to use initiative and judgment during both indoor and outdoor activities to ensure the safety of the students.
- Requires the ability to recognize symptoms of abuse and document and report observations.
- Requires the ability to establish and maintain effective working relationships.

PHYSICAL DEMANDS

While performing the essential functions of this job the employee is regularly required to work in a non-traditional, sometimes secure classroom setting, use standard office and classroom materials, stand and walk, use hands to finger, handle, or feel, lift with hands and arms, stoop, kneel, or crouch, change positions often from standing to sitting, move quickly in safety related situations, lift and/or move up to 50 pounds, read printed materials and a computer screen, and communicate in person, by email or over the telephone. The work also requires the following physical abilities in order to perform the essential job functions: hearing, mental acuity, repetitive motion, speaking, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: