



JOB DESCRIPTION

Created: 07/13/2015

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Approved: R. Schwartz, ED

FLSA: Non-Exempt

Job Title: Teacher Assistant (Level I, II, III)

Department: Education

Position, Summary and Distinguishing Features:

Assist the Teacher in all aspects of programming and care to students.

Reports to:

Director of Education

Work-Week Hours (Full-Time Only):

- 32.5 hours per week
- ½ hour lunch

Essential Job Functions:

1. Carries out class routine, programs and documentation functions in the absence of the Teacher.
2. Provides assistance with students as indicated by their IEP's and in accordance with instructions from the supervising teacher.
3. Assists students with personal hygiene with methods prescribed by the IEP and the supervising teacher.
4. Assists in lunch preparation. Ensures that the prescribed individual therapeutic feeding program is implemented per the IEP with direction from the Speech Therapist and Teacher.
5. Accurately records the daily individual goal work of students as per instructions from the Teacher and as directed in the IEP.
6. Performs record keeping/documentation functions as assigned by the Teacher.
7. Sets up specific activities/programs as instructed by the Teacher per the lesson plan.
8. Participates in lunch clean-up. Washes utensils and other equipment after use or teaches students to carry out these activities.
9. Participates in maintaining cleanliness and order of the classroom.
10. Is familiar with individual goals and is able to carry them out with support from the classroom teacher.
11. Manages student's behaviors using acceptable behavior management techniques as outlined in the IEP.
12. Records behavioral data as per the IEP with oversight from the Teacher.
13. Complies with incident reporting procedures.
14. Attends team meetings and special in-service trainings as directed by the teacher or Director of Education.
15. Accepts and follows directions and assignments given from supervisor.

16. Accepts and uses correction, supervision, and training to improve job performance and/or to learn new skills.
17. Adheres to lunch break schedule as assigned by the supervising Teacher.
18. Complies with agency time and attendance procedures.
19. Maintains proper safety standards at all times.
20. Never leaves students unattended.
21. Adheres to agency policies and procedures including Code of Conduct.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

Working Relationships:

Team player with the ability to develop strong relationships with employees across all locations.

Qualifications/Knowledge and Critical Skills/Expertise:

1. High School Diploma or G.E.D.
2. New York State Teacher Assistant Certification required.
3. Experience working with children in the field of developmental disabilities preferred.

Language/Communications Skills:

1. Ability to understand, interpret, convey, and implement instructions and directions.
2. Verbal and written communications skills.
3. Flexibility, poise, tact, and the ability to develop rapport with children of varying ages, background and positions.

Mathematical Skills:

1. Ability to add, subtract multiply and divide units of measure, using whole numbers, common fractions and decimals.

Environmental Conditions:

1. Fast-paced.
2. Standing/Walking/Mobility: Must be able to stand to operate equipment; mobility to embark and disembark from equipment 75—100%.
3. Must be able to work in an environment that includes, but is not limited to noise, cold, heat and odors 75-100%.
4. External Conditions: Must be able to work in a position requiring exposure to weather conditions 25-49%.
5. Must be able to work in a position requiring exposure to hot, cold, humid, wet, or windy weather conditions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

1. Stand; walk; use hands to finger, handle or feel; reach with hands and arms; talk or hear; and smell
6. Physically able to bend/stoop, kneel, squat, crouch, crawl, push/pull, reach above and below shoulder level frequently and move about quickly.
7. Occasionally required to sit.
8. Occasionally required to lift and/or move more than 100 pounds, frequently lift and/or move up to 50 pounds, and regularly lift and/or move up to 25 pounds.
9. Ability to transfer individuals independently, with a mechanical lift or with the assistance of another staff person.

10. Adequate vision and hearing ability, with or without correction, to be constantly aware of, detect, and able to respond to needs of children served, including when not in immediate vicinity. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
11. Exposed to bites, kicks, punches, spitting and other physical behaviors of children.
12. Fingering/Grasping/Feeling: Must be able to write, type, and use office and/or other equipment and handle materials 75-100%.
13. Daily computer operation at workstation up to one hour at a time, requiring sitting, viewing screen, and operating keyboard and computer mouse.

Additional Requirements:

1. Annual physical mandated.
2. Employee is responsible for updating physical within required time limits.
3. Annual flu shots are required in accordance with Orange County Department of Health.
4. PPD vaccinations are required.

Americans With Disabilities Act:

Reasonable accommodations will be made in compliance with the Americans With Disabilities Act of 1990 and ADAAA of 2008.

Occupational, Safety and Health Act:

Exposed to human body fluids and airborne agents; household chemicals; outdoor weather conditions. May be exposed to contagious diseases including but not limited to HIV and Hepatitis B.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

EEO

I acknowledge that I have received a copy of the job description for the position I am being offered as Teacher Assistant. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that I should review the job description with my supervisor.

I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or Program without it being specifically included in the job description. I understand that the job description is to be used as a guide and that I will be responsible for performing other duties as assigned.

I further understand that this job description does not constitute an employment contract with the Arc of Orange County.

Employee Name (Please Print)

Employee Signature

Date