

CHILDREN'S LEARNING CENTER JOB DESCRIPTION

Job Title: Teacher Assistant
Reports To: Classroom Teacher

Revision Date: 07/01/07

The purpose of this position is to:

Assist the classroom teacher in providing a quality education for up to 14 students in a manner that extends and complements his/her skills to the benefit of each individual student.

The most important duties of this position are that the employee:

1. Demonstrates effective behavioral management skills.
 - a. Uses positive interventions correctly.
 - b. Follows existing behavior change plans.
 - c. Assists in development of behavior change plans.
 - d. Implements various levels of behavior management, ranging from verbal coaching to physical restraint, as needed.
 - e. Completes follow-up paperwork as necessary.
 2. With sufficient guidance from teacher, develops and performs the curriculum lessons and tasks required by the teacher, using appropriate teaching strategies.
 3. Models appropriate classroom conduct and work habits.
 - a. Uses appropriate verbal and physical behaviors with other staff and students.
 - b. Keeps personal work area orderly and accessible.
 - c. Models appropriate coping and problem-solving strategies.
 4. Works cooperatively with the teacher and other staff members.
 5. Records student performance on the appropriate data keeping forms.
 6. Assists the teacher in creating, completing and filing forms.
 7. Assists the teacher in creating a physical environment favorable for student progress.
 - a. Assists in keeping classroom clean and tidy.
 - b. Assists in preparing classroom for special events.
 - c. Assists in developing thematic bulletin boards.
 8. Informs the teacher of any student problems or needs which should be communicated to parents and maintains positive communications with parents.
 9. Assists in development of IEPs and writing of Progress Reports as required by the teacher.
 10. Participates in classroom meetings, staff meetings and in-service training sessions as scheduled.
 11. Informs the teacher of any personnel problems or conflicts which need to be addressed.
 12. Demonstrates appropriate physical abilities (e.g., if a child runs toward or into the street, must be able to catch child) according to the level and/or needs of each classroom.
 13. Provides all required documentation to office to maintain eligibility for employment, including but not limited to TB test results, fingerprints, driver's license and insurance information.
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The minimum education and/or experience for this position:

1. High School graduate or equivalent.
 2. Openness to training in the field of Special Education and Behavior Modification.
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These skills and abilities will help achieve success in this position:

1. Ability to work as team member, yet be able to make quick professional decisions with minimal supervision.
2. Willingness to continue personal education through in-service training, off-site seminars and formal education as appropriate.
3. Genuine affection and respect for children with special needs.

4. Ability to maintain personal composure in the face of physically or verbally aggressive behavior on the part of students who may be experiencing behavioral difficulties.
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What position(s) report directly to this position:

None.

Hours/Meetings

This is a full time position, with a 32.5 hour workweek averaging 6.5 hours per school day at the Elementary School and a 35 hour workweek averaging 7 hours per day at the Middle/High School. The workday begins not later than 8:30 a.m. and may be earlier as scheduled. Teaching Assistants are required to attend all staff meetings, classroom meetings, and in-service training sessions as scheduled.

The salary schedules below reflect a school year with 208 workdays (205 school days and 3 staff work/training days). Annual salary is based on an 11-month work schedule, and is paid over 12 months, including August when school is not in session.

	11-month Annual	Per Pay Period (semi-monthly)	Hourly Equivalent
32.5 hour week:			
Step 1:	\$14,300.00	\$595.83	\$10.58
Step 2:	\$15,730.00	\$655.42	\$11.63
Step 3:	\$17,160.00	\$715.00	\$12.64
Step 4:	\$18,600.00	\$775.00	\$13.76
Step 5:	\$20,020.00	\$834.17	\$14.81
35 hour week:			
Step 1:	\$15,404.00	\$641.83	\$10.58
Step 2:	\$16,933.00	\$705.54	\$11.63
Step 3:	\$18,476.00	\$769.83	\$12.69
Step 4:	\$20,035.00	\$834.79	\$13.76
Step 5:	\$21,563.00	\$898.46	\$14.81