



## EXCEPTIONAL EDUCATION TEACHER ASSISTANT JOB DESCRIPTION

**EMPLOYMENT CATEGORY:** Special Projects  
**RESPONSIBLE TO:** Exceptional Education Teacher/Coordinator  
**DATES:** August to May  
**FTE:** 1:00

**LOCATION:** ACE Charter High School                      YouthWorks Charter High School  
1929 N. Stone Avenue                      or                      1915 E. 36<sup>th</sup> Street  
Tucson, AZ 85705                      Tucson, AZ 85713

### POSITION SUMMARY:

The Exceptional Education Teacher Assistant is responsible for working with individual and/or small groups of students under the supervision of a certified exceptional education teacher. The Exceptional Education Teacher Assistant is responsible for supervising and instructing students; assisting students by modeling the necessary skills to perform assignments; following educational and specific behavioral plans; modeling appropriate behaviors and interacting with students and staff.

### ESSENTIAL FUNCTIONS:

The list of essential functions is not exhaustive and may be supplemented.

- Assist classroom teacher in performing specific duties as assigned or undertaking specialized tasks to achieve and enhance instructional and behavioral objectives.
- Work with individuals, small groups, or large groups as assigned by certified exceptional education teacher.
- Assist with behavior modification under supervision of certified teacher.
- Monitor students during assigned periods within a variety of school environments for the purpose of maintaining a safe and positive learning environment.
- Provide programmed practice activities and repetitions under supervision of certified teachers.
- Report student concerns directly and expeditiously to teacher and assist with resolution of student concerns.
- Assist with before-school, breakfast, lunch and after-school exceptional education student activities.
- Maintain records, files, and data under supervision of certified exceptional education teacher.
- Adapt classroom activities, assignments, and/or materials under the direction of the classroom teacher for the purpose of supporting and reinforcing classroom objectives.
- Assist with the supervision of teacher assigned, instructional programs and lesson plans with the objective of presenting and/or reinforcing learning concepts.
- Monitor individual and/or groups of students in a variety of settings including rest rooms, hallways, cafeteria, assemblies, and field trips with the objective of maintaining a safe and positive learning environment.
- Document student daily activities with the objective of completing daily logs of student hourly activities.

- Implement behavioral plans designed by IEP team for reinforcing learning concepts under the supervision of certified exceptional education teachers.
- Assist with the supervision of behavioral plans designed by IEP team for reinforcing learning concepts.
- Attends meetings and in-service presentations as assigned with the objective of acquiring and/or conveying information related to specified job responsibilities.
- Other duties as assigned by the Exceptional Education Director and/or site Principal.

### **MINIMUM QUALIFICATIONS**

- High School Diploma or GED.
- Valid Fingerprint Clearance Card.

### **PREFERRED QUALIFICATIONS:**

- Experience working with students with disabilities.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- General knowledge of the practices, methods and techniques used in the teaching of exceptional education population.
- Ability to maintain files and information.
- Skill in the use of classroom and instructional equipment.
- Ability to operate audio visual, standard office, word and data processing equipment.
- Ability to establish and maintain effective working relationships with teachers, parents, students, and administrators.

### **PHYSICAL REQUIREMENTS**

- Significant standing and some walking, climbing, carrying, bending and reaching.
- Must have the ability to lift 60 lbs.