

Exceptional Children Teacher Assistant/Bus Driver

Salary: Grade 56 for Teacher Assistant (7 hours per day)/Hourly rate for Bus Driver

Position Term: 10 months

Benefits Level: Full

FLSA Status: Non-Exempt

Reports to: Principal, Classroom Teacher, Exceptional Children Director

Functions and Responsibilities:

- Assists the teachers with planning, organizing, and preparing reading remediation materials for instructional activities conducted by the teacher assistant
- Assists assigned student(s) within the classroom environment by promoting independence in academic and social areas
- Carries out and documents progress on IEP objectives and general classroom objectives under the guidance of the teacher
- Provides group instruction and team teaching in the classroom under the directions of the teacher
- Serves in the classroom with instructional responsibilities comprising a minimum of 50% of daily activities
- Attends planning meetings and designated workshops as determined by the teacher and/or principal
- Helps students understand rules, maintains order and promotes a positive learning environment
- Keeps students on task
- Assist the teachers in ensuring a safe and healthful environment for students based on Board of Education policies
- Demonstrates clerical and technical skills necessary to assist in the implementation of IEP goals
- Works to communicate the needs of the school and children
- Assists students with understanding the rules and regulations
- Assists with any personal care, feeding, mobility, access to activities and placement in specialized equipment as dictated by the needs of the individual children
- Shares the responsibilities for maintaining cleanliness and neatness in work environment
- Conducts self as a positive role model
- Exhibits positive behavior toward children, parents, staff, and administrators
- Other duties assigned by Principal

Knowledge, Skills, and Abilities:

- Working knowledge of effective methods of dealing with children.
- Working knowledge of the core subjects at the grade level to which employment assignment is made.
- Some knowledge of the school organization and its community.
- Some knowledge of expected behavior of children, that is, basic characteristics of ages and stages.
- Skill necessary to operate audiovisual equipment and common office machines.
- Skill to make learning aids which will strengthen lesson plans.
- Ability to comprehend the purpose of teacher designed strategies as a fulfillment of the instructional objective.
- Ability to discern significant student behavior and refer this to the supervisor.
- Ability to impart information to the child's level of comprehension.

This description presents the general nature and level of work performed by those serving in this job and is not an exhaustive list of all responsibilities and duties required for this position.

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- Ability to apply impartially and consistently proper methods of recognition, reward and punishment.
- Ability to independently solve most minor problems.
- Ability to follow minimally detailed written and oral instructions without constant supervision.
- Ability to record and store data accurately.
- Ability to maintain confidentiality of student information
- Ability to safely and effectively perform the duties required when operating a school bus

Physical Requirements:

- Physically able to operate a variety of equipment including computers, copiers, etc.
- Physically able to operate a motor vehicle
- Additional duties include maintaining a clean and healthy physical environment that includes sweeping floors in the classroom and rearranging chairs and tables for activities
- Performs light duty work of exerting up to 20 pounds occasionally, and up to 10 pounds of force frequently, and negligible amount of force constantly 2/3 or more of the time to move objects. If in a self-contained classroom or classroom with students with more physical needs, the level of physical work would be increased, including the amount of exertion required to perform tasks such as lifting and moving. Preschool and/or other appropriately assigned with special needs children Teacher Assistants must be physically able to lift children to the height of a changing table, lift and sometimes carry children, have the ability to stretch and bend, get up and down off of the floor repeatedly, sit on the floor with children and participate in play and learning activities for an extended period of time, react to situations quickly and rationally, walk significant distances, chase a child if needed, and assist preschool exceptional children on the playground activities.
- Duties can include customary activities such as bottle or spoon feeding, diapering, assistance with toileting and assistance with personal cleanliness. Training for specific skills such as tube feeding, catheterization, use of special equipment and assistive devices will be required when children needing such specialized care are enrolled. Assistants will perform any duties necessary for the care of **all** children.

Personal Qualities: Appearance, grooming and personality which establish a desirable example for students.

Evaluation: Performance of this job will be evaluated based on the Columbus County Schools Board of Education policies on evaluation of classified employees.

Minimum Education and Experience:

- Minimum associates degree or 48 semester hours from an accredited college/university
- A basic understanding of child development and developmentally appropriate practices for working with and setting up environments for children OR willingness to learn this information.
- For eligibility as a bus driver, meet the following qualifications OR attend the first bus class after being hired to meet these qualifications:
 - Be at least 18 years old.
 - Have at least 6 months of driving experience.
 - Hold either a Class B or Class C commercial driver's license (CDL).
 - Have "P" and "S" endorsements.
 - Have a School Bus Driver's Certificate.

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