

JOB DESCRIPTION

Position Title: Teaching Assistant Department: Day School

Reports To: Teacher Effective Date: September 2018

Executive Director Approval: _____ FLSA Status: Non-Exempt

Employee Signature: _____ Date: _____

POSITION SUMMARY:

Perform support tasks to provide assistance to teacher and lead teaching assistant in the implementation of effective instructional practices based on the needs identified in students' Individualized Education Programs (IEPs). Assists in the daily management of the students.

ESSENTIAL JOB FUNCTIONS:

- Assist in the implementation and monitoring of students' IEPs in collaboration with other instructional staff. Collect data based on IEP goals under the direction of the program facilitator and teacher.
 - Prepare materials for lesson plans and individual student plans. Carry out lesson plans under the guidance of the program facilitator and teacher. Employ ABA strategies and techniques during instruction to promote students' educational, physical, and social development.
 - Assist in the implementation of the plan for managing student behaviors in accordance with established guidelines using a variety of positive behavioral supports.
 - Routinely assist students in eating, dressing, toileting, braces, position, and with matters relating to personal hygiene and health related services.
 - Participate in regular meetings to discuss student programs and protocols. Provide input when needed to better serve students.
 - Assist in daily classroom and building chores.
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ESSENTIAL JOB REQUIREMENTS:

EDUCATION High School diploma or equivalent. Supplemental training in autism and/or any of the disability areas served by the day school preferred.

EXPERIENCE 0 years experience. Experience in autism and/or special education preferred.

PHYSICAL REQUIREMENTS Regularly required to walk, sit, reach with hands and arms, stoop, kneel, crouch, talk and hear. Frequently required to stand and occasionally run. After proper training required to physically assist or restrain students when necessary. Exposure to physical risk including but not limited to biting, hair pulling, kicking and spitting.

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ADDITIONAL REQUIREMENTS 18 years of age. Good communication skills; willingness to communicate with co-workers, direct supervisor, and administration. Willingness to work with any child served by the program. Must undergo criminal background checks and child protective service registry check. Must also obtain TB screening upon employment. Will participate in training required by regulatory authorities.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, students or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Matthew's Center is an Equal Opportunity Employer