



Teacher Assistant Job Description

Job Summary:

- Responsible for assisting in the implementation of the curriculum and instruction of the curriculum
- Consistently follow behavior management program(s).
- Keep accurate Behavioral Data
- Implement speech/language modifications (picture exchange)
- Occupational and Physical therapy accommodations
- Assist teacher with planning special activities specific to autism
- Demonstrate flexibility with program changes (cover for absent staff)
- Complete all daily duties according to duty schedule.

Supervision:

- Supervised by: Teacher, Principal, Supervising Teacher
- Works closely with: Supervising Teacher, Occupational Physical and Speech/Language Pathologist, Teachers & volunteers

Job Qualifications:

- Required: High School Diploma
- Desired: 30 hours of Children & Families child classes, Child Development Associate (CDA) First Aid and CPR

Experience:

- Required: Experience with children ages 3 and up.
- Desired: Knowledge of or experience with children with autism
- May be trained in Professional Crisis Management (PCM)

Licenses, Certifications:

- Knowledge of Child Development

Equipment/Tools/Work-Aids:

- All the equipment, tools, and work-aids of the classroom including, but not limited to, office machinery and personal computers.

Specialized Knowledge and Skills:

- OSHA
- Americans with Disabilities Act (ADA)
- Palm Beach County Board of Education IEP forms and related paper work
- State of Florida Early Intervention Program

Working Conditions:

- Subject to normal working conditions with adequate lighting and ventilation

Physical Requirements:

- Frequently required to provide toilet and self-care skills for children
- Ability to lift and push 50 pounds (carry children, pick up children)
- The physical demand frequencies identified for the following functions are an approximation of time required to perform the essential functions/duties of the position
Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions of the position.

<u>Function</u>	<u>Frequency Factor Table</u>
Standing and walking	More than 80%
Sitting	More than 25%
Hand and finger dexterity	More than 75%
Reaching with Arms and Hands	More than 80%
Normal Vision requirement	Normal with corrective lens
Talking and Hearing	More than 90%
Lifting:	
Less than 30 pounds	Occasionally
30 to 50 pounds	Occasionally
Pushing/pulling	Occasionally
Bending/stooping	Frequently

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees will be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodations.