

**FORESTHILL UNION SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**JOB TITLE: TEACHER ASSISTANT**

**General Purpose:**

A Teacher Assistant is responsible to the Site Principal and works under the direct supervision of the designated teacher. Provides support to assist special education and certificated teaching staff with instructing and assisting regular education and/or students having communicative or physical disabilities and performs a variety of general classroom assistance duties.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Assists with guidance and supervision of students' classroom activities.
- Assists with and instructs physical education activities, checks students' progress and provides individual assistance with work assignment.
- Prepares instructional materials and assists teachers with the development of lesson plans, administers and corrects tests and assists with the evaluation of student performance and development.
- Assists students in their arrival and departure from school.
- May position children in mobility assistance devices.
- After training and under supervision, may provide specialized physical health care procedures and assists with toilet training and personal hygiene.
- Assists in the preparation and serving of snacks and meals, and feeds children unable to feed themselves using special feeding equipment as necessary.
- Closely observes student behavior to identify potential problems, after training and with supervision, may administer specialized health care procedures and may physically restrain children and youth using appropriate techniques
- Assists with maintaining classrooms and playground areas in a neat and orderly condition, performs a variety of classroom assistance work, receives and performs inventory of materials, supplies and equipment and provides input and assistance for conferences with parents and guardians
- Maintains confidentiality to protect privacy of students, families and staff.

**Minimum Qualifications:**

**Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

**Education:**

- High School diploma or equivalent. Applicant must be NCLB compliant, i.e., AA Degree or 48 Semester College Units or 72 Quarter College Units.

**Experience:**

**Teacher Assistant**

- Paid or volunteer experience in the teaching, care, and assistance with regular education students and/or students with special needs.

## TEACHER ASSISTANT/PAGE 2

### **Knowledge, Skills, and Abilities:**

#### **Teacher Assistant**

- Knowledge of basic behavior patterns and problems of students having communicative or physical disabilities.
- Knowledge of needs and behaviors of students with various racial, ethnic and cultural backgrounds.
- Knowledge of general first aid and CPR.
- Knowledge of materials and equipment used in teaching.
- Knowledge of proper English usage, spelling, grammar, punctuation and mathematics.
- Ability to gain the confidence of children and youth assigned to Special Education programs.
- Ability to maintain an understanding of the problems of children in Special Education programs and assist with learning activities.
- Ability to perform a variety of general classroom assistance duties.
- Ability to understand and carry out oral and written instructions.
- Ability to establish and maintain cooperative working relationships.
- Knowledge of general child development behavior patterns.
- Comprehensive knowledge of the specific behavior patterns, problems and needs of students in classes to which assigned.
- Knowledge of instructional methods and techniques generally applicable to working with students having disabilities.
- Knowledge of instructional methods and techniques specifically applicable to students in the program to which assigned.
- Ability to effectively apply specialized training, education and work experience in working with the problems and needs of students in Special Education programs.
- Ability to work independently with guidance.

#### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must currently have or must obtain CPR/First Aid certification within 30 days of employment, or as soon as is practicable.

#### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

#### **Work Environment:**

- Work is performed in an office, home school environment, continuous contact with staff, and representatives of other agencies.

## TEACHER ASSISTANT/PAGE 3

### **Physical Requirements:**

- The usual and customary methods of performing the job's functions requires the following physical demands: ability to lift 50 pounds; sufficient strength to lift non-ambulatory students, lift and move adaptive equipment, and physically restrain and control a student up to 150 pounds with assistance; sufficient body movement and mobility to demonstrate gross motor activities, and climb in and out of vehicles.
- Manual dexterity to write and use telephone and other business/office machines.
- Some carrying, pushing and/or pulling; some stooping, kneeling, crouching and/or crawling.
- Significant reaching, handling, fingering and/or feeling.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter and computer screens and printouts.
- Sufficient hearing to hear normal and telephone conversations.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

**FLSA Status:** Non-exempt

**Employee Group:** Classified

**Salary Grade:** Placement on the Classified Teacher Assistant Salary Matrix

### **Evaluation:**

- The formal evaluation will be performed by the Site Principal in conjunction with the designated teacher(s).
- The probationary period is as per contract.