

## MIDWESTERN INTERMEDIATE UNIT IV

<b>TITLE:</b>	Teaching Assistant	<b>DATE:</b>	May 21, 2003
<b>REPORTS TO:</b>	Program Supervisor or Principal - Frew Mill School	<b>APPROVED BY:</b>	Board of Directors
<b>JOB SUMMARY:</b>	Provide support to certified teachers by carrying out directives and aiding in everyday activities in the classroom.		

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Assist with instruction of educational lessons on a daily basis.
2. Assist with meeting goals in the IEP.
3. Assist in maintaining a consistent routine for all students.
4. Collect and maintain snack money and submit lunch forms.
5. Assist with student files, keeping information current.
6. Assist with attendance records and billing information.
7. Assist teachers in correcting papers, supervising testing and make-up work.
8. Assist in the preparation of classroom or bulletin board displays.
9. Maintain a safe, clean, and orderly classroom environment conducive to learning. Disinfect student supplies, desks, table, etc., on a daily basis.
10. Assist in planning activities for students such as field trips and guest speakers.
11. Assist the teacher in dealing with individual student's academic and social/behavioral needs as they relate to the instructional program.
12. Assist students with the use of specialized equipment.
13. Assist students with personal hygiene as needed.
14. Assist students with various special needs such as feeding, bathroom, etc.
15. Provide personal transportation assistance for students as dictated by the IEP, authorized by the parent/guardian, and approved by the program supervisor.
16. Perform other duties as assigned by the Program Supervisor or Principal - Frew Mill School.

**QUALIFICATIONS:** High school diploma or equivalent is necessary  
Must be certified as being highly qualified in accordance  
with No Child Left Behind Act of 2001

Must be able to work with students  
Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)  
Submission of a State and Federal criminal history report  
Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994  
Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**PHYSICAL DEMANDS:** Ability to reach above and below the waist  
Ability to use fingers to pick, feel and grasp objects  
Ability to use both hands for repetitive motion  
Considerable bending and twisting of the body required  
Ability to lift and/or assist in lifting students of ages ranging from 3-21 and their assistive equipment or devices up to 50 lbs.  
Considerable stooping and squatting required  
Ability to physically restrain students in emotional stress  
Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs.  
Ability to stand for long periods of time of the workday

**SENSORY ABILITIES:** Visual acuity  
Auditory acuity

**WORK ENVIRONMENT:** Typical classroom environment  
Subject to inside environmental conditions

**TEMPERAMENT:** Must possess excellent interpersonal skills  
Must be cooperative, congenial, and service-oriented  
Must be able to work in an environment with frequent interruptions

**COGNITIVE ABILITY:** Ability to follow written and verbal directions  
Ability to read and write  
Ability to communicate effectively  
Ability to organize tasks  
Ability to handle multiple tasks  
Ability to exercise good judgment

**SPECIFIC SKILLS:** Ability to operate office equipment

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*