

Title: Teacher Assistant

Date Prepared: 2/1/2023

Reports to: Program Coordinator & Director of Programs

FLSA: Non Exempt

Position Summary:

Assists with students in a classroom environment to facilitate learning, provide oversight of work, and encourage social development.

Principle Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

A Teacher Assistant at BrightStone will have the following duties:

A. Maintain the Care and Safety of the Students

1. Assist with implementing designated emergency /fire/safety plan
2. Assist with student arrival and departure
3. Contribute to the physical and emotional well being of the student
4. Communicate with Lead Teacher/Program Coordinator any questions/concerns about students
5. Assist students with personal needs such as personal hygiene, eating requirements and feeding as needed.
6. Assist with implementing appropriate safety measures for students who use wheelchairs on the campus, on the bus, and in the community
7. Monitor students and assist as necessary with all personal and safety needs /requirements while on the campus, on the bus, and in the community.

B. Facilitate the Implementation of the Curriculum

1. Assist in conducting morning meetings with students as appropriate
2. Coach students in job skills and provide counsel in good work habits
3. Assist /lead Teacher in any designated teaching/class
4. Assist Lead Teacher in preparing learning materials and classroom supports
5. Assist Lead Teacher with the facilitation of student training in daily living skills, functional academics, learning and leisure, and physical wellness
6. Assist Lead Teacher with Special Olympics activities
7. Assist Lead Teacher in overseeing intern programs
8. Assist Lead Teacher with task analysis for each task and maintain job notebook

9. Assist Lead Teacher in facilitating work assignments of volunteers

Other Duties and Responsibilities:

A. Assist with evaluating and monitoring student progress.

1. Participate in setting student goals
2. Record student accomplishment of goals
3. Monitor and record student learning concerns, suggestions, and/or requirements for success, and implementation procedures

B. Assist with record-keep which may include:

1. Record attendance while on field trips or other community outings
2. Record illness/accident/behavior charts as needed

C. Implement plans and direction of the Program Coordinator and Lead Teacher

Knowledge, Skills, and Abilities Required:

A. Knowledge: H.S Diploma or equivalent

B. Skills: Communicate clearly utilizing verbal and written skills. Possess analytical problem-solving and sound judgment skills

C. Abilities: Ability to stand for long periods of time. Ability to lift up to 50 pounds