

## Children of the Immaculate Heart: The Refuge Job Description

**Position:** Teacher Assistant (TA)

**Job Summary:** The Teacher Assistant is responsible for assisting the Special Education Teacher (SET) with classroom instruction and management.

**Principal Accountabilities:** Specific duties and responsibilities of the TA include but are not limited to:

1. Assist with classroom instruction and individual student tutoring as directed by the SET.
2. Assist the SET with the Intake Process for a new student.
3. Assist the SET with the IEP Process as necessary.
4. Assist with the design of appropriate curriculum and lesson plans for each student.
5. Complete incident reports in a timely fashion and submit to the SET.
6. Handle classroom discipline and be prepared to implement appropriate crisis intervention techniques.
7. Attend all meetings as directed by the SET.
8. Supervise students at all times.
9. Plan academic graduation ceremonies in consultation with the SET.
10. Assist in the development and implementation of methodologies for behavioral change.
11. Facilitate Group Process as needed to direct student's behavior and motivate for further positive behaviors.
12. Assist with the implementation of the Point/Level System.
13. Prepare written reports as directed by the SET.
14. Assist with resident wake-up, medication distribution, chores and breakfast.

**Principal Interactions:** *Primary relationships include-* the Special Education Teacher, and the Overnight Child Care Worker. *Secondary relationships will include:* the Life Skills Coordinator, Child Care Workers, Therapists, and the House Manager.

**Education / Experience / Knowledge Requirements:** The position of TA should have a Bachelor's Degree in Education or related field, a valid State Teaching Credential or Emergency Credential, and a minimum of one year experience teaching special needs children; preferably emotionally disturbed and conduct disorder adolescents. A valid driver's license from the state of employment is also required.

**Experience can be substituted for education:** one year experience equaling one year of education.

**Authority Level:** Assigned Classroom

**Reports to:** Special Education Teacher