

EAST ORANGE SCHOOL DISTRICT
East Orange, New Jersey



Teacher Assistant for Special Education
Position

REPORTS TO: Building administrator and certified classroom teacher

JOB GOAL: Under the direct supervision of a certified staff member, to assist certified professional staff by working with groups of disabled students to provide them with physical help and emotional support as needed to gain optimum benefit from the district's special education program

RESPONSIBILITIES:

- 1) Assists in taking care of the physical needs of the special education student, including putting on and taking off outerwear, moving from room to room, student hygiene, and using the lavatory as needed. Assists with wash-up and toilet routings including diapering when necessary
- 2) Assists with individualized instruction and works with small groups of students under the supervision of the certified staff member to reinforce material initially introduced by the teacher. Checks notebooks and supervises testing and make-up work as assigned by the teacher. Assists the teacher in implementing the students' goals as set by the IEP. Serves as a resource person, if and when requested, to the Child Study Team conferring about one of the students to whom assigned. Assists regular education teachers and special education teachers in devising special learning needs, interests and abilities. Assists the teacher in implementing behavioral management systems. Serves as a chief resource of information and help to any substitute teacher assigned in the absence of the regular teacher. Implements changes to a student's program only in consultation with the classroom teacher, Child Study Team, related services staff or administration
- 3) Alerts the teacher to special needs of individual students
- 4) Assists, where appropriate, in escorting students to arrival/departure areas, loading and unloading the special education student from transportation buses or vans
- 5) Completes clerical duties as assigned by the classroom teacher, including collecting behavioral data. Helps maintain individual records for each student. Refers parent requests for information to the classroom teacher
- 6) Assists teacher in planning of the weekly schedule of activities and provides input in terms of student progress
- 7) Assists students with various projects, crafts, simple tasks such as sharpening pencils or carry lunch trays, and curriculum tasks. Guides independent study, enrichment work

and remedial work set up and assigned by the teacher. Helps students to master equipment or instructional materials assigned by the teacher

- 8) Assists the teacher in maintaining learning centers/stations and study areas
- 9) Assists with the supervision of children during emergency drills, assemblies, field trips and play periods. Assists in escorting students from one area to another. Assists in playground supervision. Guides students in working and playing harmoniously with other children. Assists during eating periods. Fosters good eating habits and table manners in children.
- 10) Engages children in conversation to encourage language development
- 11) Establishes as fully as possible a supportive and sympathetic relationship with the student without fostering intense emotional involvement
- 12) Aids physically disabled students, particularly those who rely upon appliances and prosthetics
- 13) Maintains confidentiality in accordance with district policy and handbook. Handles sensitive and confidential information, documents, communications, incidents, etc., with discretion and in a conscientious manner
- 14) Participates in staff meetings, professional development and training sessions as assigned
- 15) Participates in restraining disruptive or dangerous physical behavior as requested or assigned
- 16) Performs such duties as assigned by the building administrator
- 17) Can be utilized as a classroom aide, one to one aide, or two to one aide; this job description covers all of those roles
- 18) Must be able to perform all of the essential functions of the job with reasonable accommodations, if necessary

QUALIFICATIONS:

- 1) Valid NJDOE Substitute Credential
- 2) Completion of 30 semester-hour credits at an accredited college or university
- 3) Demonstrated ability to assist with instructional activities and to communicate effectively with students, parents and school staff
- 4) Knowledge of diverse needs of children with disabilities and appropriate special education classroom practices
- 5) Minimum experience as determined by the board
- 6) Ability to work extended hours (as required by collective negotiations agreement)
- 7) Required criminal history background check, drug screening, and eligibility to work in the United States
- 8) Ability to read, write, communicate effectively, understand and follow verbal and written instructions
- 9) All applicants must meet NJ residency requirements as per the "New Jersey First Act", N.J.S.A. 52:14-7 (L. 2011, Chapter 70)
- 10) Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment, which may be required of this position. The East Orange School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Division of Labor Relations and Employment Services.

Vision: (which may be corrected) to read small print; view a computer screen for prolonged periods

Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

Strength: to lift, push, pull and/or carry objects, which weigh as much as 5 pounds on a frequent basis

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors

Mental Requirements: read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgment and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

APPLICATION PROCEDURE:

Qualified applicants are invited to file applications and credentials via **Applitrack** at:

<https://www.applitrack.com/eosd/onlineapp/>

SELECTION PROCEDURE:

- 1) Review of credentials filed with the Superintendent of Schools
- 2) An oral interview to determine an applicant's personal qualifications and aptitude for the position, as required
- 3) The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in compliance with Board policies related to the appointment of professional staff

TERM OF EMPLOYMENT:

Ten-month work year

SALARY RANGE:

As per negotiated agreement between the EOBOE and the East Orange Maintenance Association (EOMA)

Approved by the East Orange Board of Education: **November 20, 2023**

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