

# EPWORTH

## Where Kids Find Strength

**Job Title:** Special Education Teacher Aide  
**Job Classification:** Service Workers (EEO Code 9.0)  
**Department:** School  
**Reports To:** Director of Education  
**FLSA Status:** Full Time/Salaried/Non-Exempt  
**Prepared Date:** 10/15/07

**Purpose:** This position provides assistance to teachers in all aspects of classroom duties and in accordance with Epworth's strength-based philosophy.

**Essential Duties and Responsibilities include the following. Other duties as assigned or needed**

Work closely with the assigned teacher in all aspects of classroom duties (i.e. testing, behavior modification, grading papers, preparing lesson material, etc).

Assist Special Education Teacher in implementing individualized education plans and goals.

Maintain cooperative staff relationship with all personnel functional within the educational setting.

Participates in discipline procedures and prescribes consequences for student's behavior under teacher supervision.

Assist with the supervision of students during any activities that are out of the classroom.

Attend weekly staff meetings.

Recording behavior regarding students and alerting the teacher to special needs of individual students

Assisting in crisis situation as appropriate

**Supervisory Responsibilities:** None

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

High school diploma required, along with completion of at least 60 hours of college coursework, focus on education is preferred. Experience working with adolescents is required. Must be 21 years of age or older. Must have full range of motion, be able to lift 20-30 lbs and able to assume all positions when assisting in crisis intervention

**Language Skills:** Ability to read and interpret documents such as safety rules, procedure manuals and treatment plans. Ability to write routine reports Ability to effectively speak before groups of clients or employees of the agency

**Reasoning Ability:** Ability to apply common sense understanding to carry our instructions furnished in written or oral form. Ability to deal with problems involving several concrete variables in standardized situations

**Computer Skills:** E-mail, Microsoft Word and Microsoft Excel

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee must be able to demonstrate proficiency with restraints. Be able to get down on knees, be able to move around on floor on hands and knees, be able to carry another person's body weight to the floor (both someone of the same body size/weight and someone smaller) without assistance, be able to use both arms and hands to grasp and hold another person's body, and be able to bend at waist and tilt pelvis up.

**Work Environment:** Most of work is performed in classroom

---

Employee Signature

---

Date

---

Agency Signature

---

Date