



[*Apply Online*](#) (Required)

Job Posting – 6/7/2019

Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee Schools for the Deaf does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.

WTSD Special Schools Educational Assistant

Location:

West Tennessee School for the Deaf
100 Berryhill Drive
Jackson, TN 38301

Position Description:

This position is under the general supervision of the Principal and the Assistant Principal. The candidate will be expected to perform the responsibilities listed below. The individual that is hired will be required to attend staff development workshops and professional development training.

Specific Position Responsibilities:

- Maintain necessary records and prepare a variety of standard reports.
- Assist teacher in supervising students during classroom activities and recreation.
- Instruct small groups or individual students at the request of the teacher.
- Substitute in the absence of a teacher.
- Supervise students during breakfast and lunch.
- Transport students to off campus activities.
- Prepare instructional materials.
- Assist with classroom behavior and help ensure the safety of the children.

Qualifications:

- A valid State of Tennessee driver's license is required, including a clean driving record, when driving on campus whether in a personal car or state vehicle.
- Applicant must be willing to be fingerprinted and required to have a TBI/FBI background check. In addition, background checks will be conducted through the Tennessee Registry of Sexual Offender, the Tennessee Registry of Abuses, and the Tennessee Child Protective Services Background Check.
- Applicants must have completed two years of study at an institution of higher learning or obtained an Associate's or higher degree, or passed Para Pro Assessment.
- Effective interpersonal and organizational skills
- Strong oral and written communication skills
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Applicants must become proficient in sign language at the level established for this position. Training will be provided.

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

Salary and Benefits:

Salary range is \$1,875 - \$2,999 monthly.

Benefits include medical, dental, vision and life insurance, retirement pension, 401(k) match, employee assistance program, personal and sick leave (PTO) and more. A full listing of employee benefits can be found here [Benefits Link](#).

The applicant selected for this position must complete full background checks including fingerprinting. Background checks will be completed through TBI, FBI, DCS, TN Registry of Sexual Offenders, and TN Registry of Abuse.