



PHILADELPHIA PUBLIC SCHOOL DISTRICT

Job Description



TITLE: Special Education Teacher Assistant

Board Approved: September 8, 2015

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. Passage of the *Work Keys* assessment or completion of 48 college credits
2. High School Diploma or GED; additional schooling preferred but not required
3. Demonstrate aptitude for, and interest in, working with special needs children
4. Such other qualifications as may be set by the Board of Trustees

SUPERVISES

None

REPORTS TO

Principal, special education teacher, and special services director

JOB GOAL

1. To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned
2. To work closely with students with disabilities on a regular basis in an effort to provide them with the physical and emotional support they need to gain the full benefits from the special education program

TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

1. Assist the teacher in providing an individualized and diagnostic approach to teaching
2. Provide assistant to the individual needs of students while the teacher is working with other groups
3. Supervise small group activities
4. Hear the student(s) in recitation, reading, and other curriculum tasks, guiding and helping them, but not teaching them
5. Supervise small group activities
6. Arrange displays and assist in setting up interest corners under the teacher's direction
7. Assist absentees to make up work
8. Assist the teacher and students by operating various technologies in the classroom
9. Assist the regular program teachers with the special education students who are mainstreamed into regular classes
10. Assist in the general supervision of students in halls, restrooms, playgrounds, or any other area of the school campus
11. Promote parent/community involvement in the instructional program
12. Assist students in activities assigned by and under the direction of the teacher
13. Assist substitute teachers
14. Assist with record keeping
15. Abide by confidentiality regulations
16. Clear all parent/community communication through classroom teacher(s)
17. Perform other duties as assigned by administration

TERMS OF EMPLOYMENT

183 days annually with salary in accordance with the certified teacher salary schedule as approved by the Board of Trustees

EVALUATION

Performance of this position will be evaluated annually by the: principal, and/or supervising teacher, and/or the Director of Special Services in accordance with the provisions of Board Policy.