

Moberly Public School District No. 81

JOB DESCRIPTION

POSITION TITLE: Early Childhood Special Education (ECSE) Teacher Assistant

MINIMUM QUALIFICATIONS/SKILLS REQUIRED:

- * High school diploma or G.E.D.
- * Minimum of 60 college credit hours

REPORTS TO: ECSE Teacher or teachers

HOURS IN DUTY DAYS EXCLUDING LUNCH: 4

(Note: Actual workdays may vary in accordance with District needs and administrative assignments and may include occasional weekend work.)

WORK DAY: 12:00P – 4:00P, Monday - Thursday

(Note: Actual workdays may vary in accordance with District needs and administrative assignments and may include occasional weekend work.)

CONTRACT DAYS WORKED: 9 months

FUNDING SOURCE: Title I

ESSENTIAL JOB DUTIES:

- * Reinforces instruction. The ECSE Teacher Assistant does daily direct instruction with small groups of identified students to reinforce classroom instruction and prepare students to learn to read and write.
- * ECSE Teacher Assistants prepare lesson plans and materials for the instruction. Requests materials needed and organizes and prepares for instruction.
- * Monitors student progress – keeps progress charts.
- * The ECSE Teacher Assistant reports directly to the teacher in preparing lessons and monitoring student progress, scheduling, etc.
- * Maintains records for students they are serving.
- * Works in coordination with the classroom teacher and reports student progress to him/her.
- * Communicates with parents about student needs and progress; meets with parents; prepares activities for parents to do at home with students.
- * Participates in student assessment.
- * Demonstrate regular and predictable attendance that complies with District policies and rules.
- * Demonstrate effective and positive interpersonal relationships with staff, students, and the community and the ability to work as a productive and solid member of the school district team.
- * Must be able to collaborate with peers, possess a positive attitude and be flexible with change.

OTHER JOB RESPONSIBILITIES:

* Other duties as assigned. This does not preclude the assignment of additional or supplemental duties. The District reserves the right to modify the assignment as needed to reflect such duties.

ESSENTIAL PHYSICAL AND MENTAL DEMANDS:

* Duties performed typically in district settings to include the cafeteria, gym, recreational areas and other assigned areas.

* Physical demands can include but are not limited to: Exerts up to 40 lbs of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects including equipment such as audio-visual.

* Frequent walking, standing, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, and other limited physical activities are required.

* Mental demands can include but are not limited to: Comparing, copying, computing, compiling, analyzing, coordinating, and synthesizing.

* Frequent movement of students by wheelchairs and other mechanical devices may be required.

Effective 10/30/2007