Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 7/1/2019

Teacher Assistant, Special Education

Pay Scale: B
Level: 4
FLSA Status: Non-Exempt
Job Family: Teacher Assistant
Primary Location: School-Based

Department Overview
The Department of Student Services focuses on prevention and intervention approaches in the schools and is committed to the "Education of the Whole Child" to ensure safe, healthy, and supportive learning environments for all students. The department supports student performance through special education, school counseling, student registration, health, social work, student assistance, attendance, homebound, assessment, diagnostic, psychological and parent resource services. The department includes the following teams: Student Services, Student Mental Health Services, Diagnostic and Prevention Services, Special Education, and Procedural Support.

Job Overview
This is work providing instructional support, training, and personal assistance to teachers of students with physical disabilities or intellectual disabilities. An employee in this assignment is responsible for assisting the teacher by performing instructional duties, preparing classroom materials, supervising student behavior, learning and applying specific behavior management techniques, performing clerical duties, and providing assistance with personal hygiene and physical care as required. The work is performed under the guidance and supervision of the teacher.

Roles and Responsibilities
The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Collects and records student data such as skill practice, seizure occurrences, and toileting
- Provides discipline in the absence of the teacher and maintains consistency with procedures established by the teacher
- Implements behavior modification plans
- Practices individual speech sounds, vocabulary, and syntax objectives with students as directed by the speech therapist; reads to students and asks questions to stimulate language development; presents language activities involving expressive and receptive areas of development
- Supervises learning centers during independent student work and assists students in manipulating materials
- Participates in classroom activities such as discussions and games
- Operates computer and audiovisual equipment such as DVD, data projector, or smartboards

Qualifications
Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education
High School Diploma or GED

Experience
Experience as a teacher aide or experience working with children

Licenses and Certifications

Knowledge, Skills and Abilities

- Ability to work under the supervision of the teacher, including following lesson plans prepared by teachers
- Ability to work effectively with individual children and small groups, meeting the instructional objectives as established by the teacher
- Physical ability to lift, position, and assist students as required
- Ability to accept and adapt to the wide differences in student characteristics and abilities
- Ability to operate standard office equipment, learn to operate video equipment, and learn to perform individual medical procedures when necessary
- Good human relations and communications skills; patience and flexibility

Physical Requirements
The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment
The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure
Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified

employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.