

# NOTICE OF VACANCY

Application Deadline: UNTIL FILLED

Posting Date: July 26, 2019

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**TITLE:** Teacher Assistant – Special Education

**REPORTS TO:** Principal

**SUPERVISES:** N/A

**TERM:** 10 months

**JOB GOAL:** Work to assist in the educational process

**QUALIFICATIONS AND TRAINING:**

- Associates degree or higher or pass the ParaPro Assessment

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**PERFORMANCE RESPONSIBILITIES:**

- Attend required training programs.
- The Lead Teachers carry out various activities which lead to the emotional, intellectual and social development of children; the assistants need to help teachers in successfully conducting these activities.
- Monitor students while the Lead Teacher is teaching.
- Reinforce the lesson taught by the Lead Teacher.
- Conduct small group tutoring as instructed by the teacher.
- Report to the Lead Teacher observations of problems with children.
- The teacher assistant should also help in maintaining a neat and clean classroom.
- The teacher assistant should perform duties assigned by the principal.