



Formerly Niagara Children Education & Treatment Center
9812 Lockport Road, Niagara Falls, NY 14304 (716)297-1478 X160

JOB DESCRIPTION

Position Number: Multiple

Job Title: Teacher Aide

Division: Education

Department: Children's Academy

Reports To: Educational Assistant Supervisor

Prepared by: Dr. Kathleen Bailey (DE)

FLSA Classification: Non-Exempt Exempt

I. PURPOSE OF THE JOB

The Teacher Aide will perform a variety of duties to assist the classroom teacher in a variety of settings. The Teacher Aide will receive daily direction from the Special Education Teacher in the classroom. The Teacher Aide directly reports to the Education Coordinator or Resource Teacher.

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Attends to the physical needs of children including but not limited to helping children with activities of daily living, hand over hand assistance and approved behavioral management techniques
- Supervises children including attending to the children during outdoor activities and to and from the school buses
- Performs such other child related and supportive services when such tasks are determined and supervised by the Teacher
- Performs housekeeping tasks such as sanitizing the classroom daily including the tables, toys, toilet and sink and vacuuming the rug.
- Provides clerical support for classroom teacher and/or therapists when requested
- Manages materials and equipment.
- Participates in team meetings and case review meetings whenever possible

- Utilizes positive, constructive, encouraging approaches at all times and follows agency behavior management policy
- Remains totally engaged with the children during school sessions
- Works as a collaborative team member within classroom(s).
- Maintains the highest level of individual/employee confidentiality
- Attends trainings and meetings
- Remains knowledgeable of agency policies and procedures as they relate to position
- Other duties as assigned by Education Coordinator, Resource Teacher or Director.

V. KNOWLEDGE AND SKILLS

High school diploma or GED required.

Must be able to work effectively with individuals with and without disabilities and be flexible and creative by tailoring their approach to the individual’s needs; possess the skills necessary to supervise children with disabilities and challenging behaviors; and possess good oral and written communication skills.

VII. EXTENT OF PUBLIC CONTACT

- Greets families and visitors who visit the school in a professional manner

VII. FUNCTIONAL ABILITIES (with or without reasonable accommodation)

- Visual and auditory acuity sufficient to work safely with children in the classroom and in the play yard using verbal and non-verbal cues.
- Ability to lift and/or transfer children up to 50 pounds and transport materials without assistance.
- Ability to bend or stoop in order to work with children at their level
- Ability to provide Help Understanding Guidance and Support (HUGS) after trained.
- Flexibility to work when needed to meet staffing needs or training requirements.
- Ability to travel to and work in a variety of community settings.

By signing below, I understand the above description of job duties and responsibilities.

Name (Print)

Date

Signature