



George County School District

SPECIAL EDUCATION TEACHER ASSISTANT

GC SCHOOL BOARD

Job Purpose

- Assist the special education and general education teacher in implementing effective classroom instruction, accommodations, and interventions that increase student achievement.
- Provide instructional, behavioral, and personal support to students with disabilities in order to promote independence, inclusion, and successful progress toward Individualized Education Program (IEP) goals.

Knowledge, Skills, and Abilities

- Ability to carry out instructions furnished in written or oral form.
- Ability to perform basic arithmetic operations as needed to assist students with academic tasks.
- Ability to understand, apply, and use personal computers and common software applications.
- Ability to work effectively with a diverse population of students, staff, and families.
- Ability to maintain strict confidentiality regarding students, employees, and district information.
- Ability to establish supportive and compassionate relationships with students with special needs.
- Ability to maintain cooperative working relationships with students, teachers, administrators, and other staff members.
- Ability to communicate effectively in both written and verbal form.
- Ability to observe and report student progress, behaviors, or concerns to the supervising teacher.
- Ability to assist with behavior management and implement positive behavioral interventions.
- Ability to adapt to changing classroom needs and follow instructional strategies provided by the teacher.
- Ability to assist students with mobility and activities of daily living when required.
- Ability to work outdoors during outdoor or supervisory student activities.
- Ability to maintain accurate student data, tutoring records, and progress monitoring documentation.
- Physical ability to assist students with positioning, lifting, or movement when necessary.
- Prior experience working with students with disabilities or special needs preferred.

Minimum Qualifications

- High School diploma or equivalent.
- Completion of 48 college hours from an accredited college or university OR successful completion of the ACT WorkKeys examination as required by Mississippi guidelines.
- Previous experience working with children in an educational or childcare setting preferred.
- Ability to obtain and maintain CPR/First Aid certification and required district training related to behavior management or student care when applicable.

Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Follows the directions and instructional guidance of the assigned teacher.
- Works with individual students or small groups to reinforce learning of material or skills initially introduced by the teacher.
- Assists the teacher in implementing instructional strategies and accommodations aligned with student IEPs.
- Supports inclusion by assisting students with disabilities in the general education classroom and helping clarify concepts or skills being taught.
- Re-teaches concepts or skills to students who need additional support when they are working independently or in small groups.
- Provides tutoring or supplemental instruction in a designated area to help close learning gaps between students with disabilities and their peers.
- Maintains accurate tutoring and instructional records, including running records and other progress monitoring data.
- Conducts assigned interventions with fidelity and documents student participation and progress.

- Monitors and supports the implementation of accommodations and modifications required for students with disabilities.
- Assists the teacher in preparing instructional materials and classroom resources.
- Distributes, collects, and organizes instructional materials such as workbooks, assignments, and supplies.
- Operates and maintains classroom instructional equipment and helps students use instructional materials appropriately.
- Assists with classroom organization, including maintaining bulletin boards and learning displays.
- Assists students with independent study, enrichment activities, remedial work, and assigned projects.
- Supervises students in classrooms, hallways, cafeterias, playgrounds, and other school settings as assigned.
- Assists in planning and supervising educational field trips and other instructional activities.
- Alerts the teacher to any problems, behavioral concerns, or important information about a student.
- Collaborates with general education teachers and special education teachers to support student success.
- Facilitates small group instruction or rotation activities for special education students.
- Assists with supervision and monitoring of students in self-contained special education settings when assigned.
- Assists students with transitions between locations such as classrooms, playgrounds, cafeterias, buses, libraries, and other school areas.
- Meets and escorts students from specialized transportation when necessary.
- Assists students with activities of daily living including feeding, hygiene, toileting, diapering, clothing changes, and catheter care when required, with another adult present when appropriate.
- Assists students during medical or health-related situations, including responding to seizures or other medical needs according to training and school procedures.
- Assists with de-escalation strategies to help prevent or reduce behavioral outbursts.
- Provides supervision and assistance to ensure the safety and well-being of students with disabilities.
- Follows all applicable safety procedures and regulations when assisting students.
- Assists with monitoring student testing, makeup work, and assignments as directed by the teacher.
- Attends parent conferences, meetings, and professional development sessions as requested.
- Performs clerical duties such as checking notebooks, correcting papers, maintaining files, and organizing instructional materials.
- Assists students in the library or media center as directed.
- Gathers supplies and materials necessary for small group instruction or intervention activities.
- Performs other job-related duties as assigned by the immediate supervisor or superintendent.
- Limited travel to and from meetings may be required.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

Reports to: Assigned Classroom Teacher / Building Principal

Supervises: N/A

Terms of Employment: At Will / 187 Days

FLSA Status: Non-Exempt

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

Employee's Printed Name

Employee's Signature & Date

Supervisor's Signature & Date