

**Access Arts
Special Education Teaching Assistant
Job Description**

Purpose:

The job of the Special Education Teaching Assistant was established for the purpose of assisting individual and/or small groups of students with disabilities, alongside a lead teacher in the Access Arts youth programs.

This is a part-time position with variable hours/scheduling. Classes occur weekly; however, there may not always be students enrolled who need assistance. Assistants also may be needed for art camps held on days when C.P.S. is closed and/or private classes. We will schedule Special Ed Assistants as needed, with at least one week's notice (usually more.) We anticipate needing an assistant roughly 8 hours per month to start, with more hours available as the program grows.

Compensation will be \$11.50 per hour.

Essential Functions:

- Adapts classroom art activities, assignments and/or materials under the direction of the lead teacher for the purpose of supporting and reinforcing classroom objectives.
- Communicates with teachers and other Access Arts personnel for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- Maintains classroom equipment and work area for the purpose of ensuring availability of a safe learning environment.
- Monitors individual and/or groups of students in a variety of settings (e.g. rest rooms, playgrounds, hallways, etc.) for the purpose of maintaining a safe and positive learning environment.
- Provides, under the guidance of the lead teacher, instruction to students in a variety of individual and group art activities.
- Monitors student's daily activities (e.g. behavior, completed assignments, on/off task times, etc.) and communicates progress with parents at dismissal.
- Models conversation, manners, clean-up activities, listening, and everyday interactions for the purpose of demonstrating appropriate social behavior in a culturally sensitive manner.
- Responds to emergency situations (e.g. injured students, fights, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the classroom.

Job Requirements:

The ideal candidates will show ability to:

- Compassionately instruct and assist emotionally, physically and/or mentally impaired students
- Maintain confidentiality
- Maintain composure under stressful situations
- Communicate with diverse groups
- Adapt to changing work priorities
- Work as part of a team
- Apply common sense understanding to carry out instructions
- Deal with problems in a calm, professional manner
- Effectively present information in one-to-one and group situations to students
- Navigate frequent interruptions.

Responsibilities:

- Assists the assigned staff member(s) in all aspects of daily programming including, but not necessarily limited to: social, academic, behavioral and self-help growth and development
- Assists in the direct supervision of children in the assigned program as directed by the teacher or administrator (e.g. classroom assignments, lunch, recess, etc.)
- Demonstrates understanding of students' disabilities; keeps firm hand and is courteous and fair
- Participates in physical activities which are part of the students' art program and recess activities
- Assists students in the restroom as necessary
- Demonstrates flexibility in schedule and activities throughout the day
- Demonstrates cooperation, openness for growth and willingness to contribute in a team approach
- Communicates, collaborates, and cooperates with colleagues, supervisors, and students
- Maintain confidentiality regarding all aspects of his/her work with special education children and other staff
- Participates in all meetings as scheduled by Executive Director
- Performs such other duties as assigned by Executive Director

Education and/or Experience:

- Valid Missouri Paraprofessional Approval
- Minimum one year experience in similar position

To apply:

Send resume and cover letter outlining your teaching philosophy to Executive Director, Shawna Johnson, at shawna@schoolofservice.org.