

## **Cantalician Center School – Job Description**

### **SUPPLEMENTAL CLASSROOM AIDE**

#### **GENERAL PURPOSE OF POSITION**

Assist teacher and teacher's assistant with providing comprehensive educational and functional training for students. Maintains order and cleanliness in the learning environment. Assist with feedings, field trips, arrival and departure, behavior support and other activities.

#### **REPORTING RELATIONSHIP**

Reports to the Assistant Principal

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist individual students and small groups of students as directed by the teacher and/or teacher assistant.
- Use proactive behavior management techniques to prevent the escalation of challenging or inappropriate behavior.
- Utilize only preapproved behavior management techniques.
- Adhere to individual behavior intervention plans and classroom behavior plan.
- Track behaviors in accordance with Cantalician Center protocol.
- Support a mutually respectful, safe and supportive learning environment that is inclusive of every student.
- Demonstrate knowledge of and is responsive to the social, cultural, linguistic, family and community factors that influence students in the classroom.
- Maintains clear expectations for the students.
- Provide the necessary supports to foster independence.
- Provide appropriate supervision to students at all times throughout the school day.
- Provide appropriate supervision to students during recreational periods, arrival and departure, field trips, nurses' office, cafeteria, to/from the bus and other out-of-class activities by proximity and redirection. Additionally, provides supervision as requested during therapies.
- Promptly report to classroom at start and end of day.
- Provide clear and succinct direction to students.
- Maintain a clean and orderly work environment.
- Provide appropriate physical care of assigned students to maintain their cleanliness, safety and

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comfort. This would include tasks such as direct assistance with washing, dressing and toileting.

- Adhere to the break and lunch times established by the teacher.
- Effectively tracks student progress on one or more learning goals using a formative approach to assessment as directed by the teacher.
- Any communications to a parent should go through the teacher or person acting in that capacity (teacher assistant or substitute teacher) or referred to the Principal or Assistant Principal.
- Foster students' independence ensuring that students achieve the greatest level of independence possible and appropriate for that particular student.
- Ensure that verbal and written communications including tone, demeanor, and content with students, staff, and parents are at all times professional, appropriate and respectful.
- Model and demonstrate expected student behavior.
- Follow all directives given by the teacher and perform all duties and responsibilities where and as needed. In the teacher's absence the teacher substitute or teacher assistant is in charge of the classroom.
- Use available technology including whiteboards, computers and augmentative devices.
- Visits to other classrooms are not permitted unless assigned to do so.
- Supply teacher with information pertinent to a student's evaluation to accurately determine the functional level of the student.
- Consistently comply with all agency policies and procedures.
- Perform other tasks as directed by the teacher or the Principal.
- Perform other duties as requested by the Principal, Assistant Principal or Director of Education.

### **SKILLS AND ABILITIES**

- Proficient level of written and oral communication.
- Proficient level of interpersonal skills.
- Proficient level of behavior management skills.
- Proficient level of knowledge of educational principles, especially those that apply to students with disabilities.

### **MINIMUM EDUCATION AND TRAINING**

- A high school or GED diploma.
- Prior experience preferred

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## PHYSICAL DEMANDS

On-the-job time is spent in the following physical activities

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Stand				X
Walk			X	
Sit		X		
Talk or hear				X
Use hands or fingers, handle or feel				X
Push/Pull		X		
Stoop, kneel, crouch or crawl				X
Reach with hands and arms		X		
Stair climbing		X		

This job requires that weight be lifted or force be exerted.

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Up to 10 lbs.				X
Up to 25 lbs.				X
Up to 50 lbs.				X

This job has special vision requirements.

- ☒ Close Vision (clear vision at 20 inches or less)
- ☒ Distant Vision (clear vision at 20 inches or more)
- ☒ Color Vision (ability to identify and distinguish colors))
- ☒ Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes
- ☒ Dept Perception (three dimensional vision; ability to judge distances and spatial relationship.
- ☒ Ability to Adjust Focus (ability to adjust eye to bring an object Into sharp focus)
- ☐ No Special Vision Requirements

Specific demands not listed:

Ability to work under pressure and multi-task. \_\_\_\_\_  
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## WORK ENVIRONMENT

This job requires exposure to the following environmental conditions.

Amount of Time

The typical noise level for the work environment is:

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Outdoor weather conditions			X	

- ☐ Very Quiet
- ☐ Quiet
- ☒ Moderate Noise
- ☒ Loud Noise
- ☐ Very Loud Noise

Hearing:

- ☒ Ability to hear alarms on equipment
- ☒ Ability to hear students/individual calls
- ☒ Ability to hear instructions from department staff

## REPETITIVE MOTION ACTIONS

Number of Hours

Repetitive use of hands	0	1-2	3-4	5-6	7 +
A. Right only					
B. Left only					
C. Both					X

Grasping: simple/light:

A. Right only					
B. Left only					
C. Both					X

Grasping: Firm/heavy:

A. Right only					
B. Left only					
C. Both					X

Fine Dexterity:

A. Right only					
B. Left only					
C. Both					X