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## Special Education Teaching Assistant: (A,B, or C Base)-Stony Point Elementary - 2023-24 School Year

*Job Description*

### Apply Now

Applications will be accepted beginning  
**Wednesday, November 1, 2023 12:00 AM**  
(Eastern Standard Time)

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## Special Education Teaching Assistant: A,B, or C Base Stony Point Elementary School 2023-24 School Year

Are you looking to work in a school division where students are engaged in authentic, challenging, and relevant learning experiences, becoming lifelong contributors and leaders in our dynamic and diverse society? Then look no further!

In Albemarle County Public Schools, we work together as a team to end the predictive value of race, class, gender, and special capacities for our children's success through high-quality teaching and learning for all. We seek to build relationships with families and communities to ensure that every student succeeds. We will know every student!

We are the first public school division in Virginia, and among the first in the country, to develop and implement an [Anti-Racism policy](#) with the expressed purpose of building school communities that share the responsibility to recognize and end racism, eliminate inequitable practices that result in achievement gaps, and support the unique gifts, talents, and interests of every child. In ACPS, "all" really means *all*.

ACPS employees enjoy competitive pay and benefits, including health & dental coverage, retirement, flexible spending accounts, paid time off, wellness program, discounts on gym memberships, and more! Be sure to check out our [website](#) to learn more about our [Division](#) and our [Schools](#).

### **GENERAL DEFINITION OF WORK:**

Works primarily with those students who are: severely to profoundly limited in their ability to perform independently in terms of basic motor, sensory, cognitive and/or behavior function. Provides responsible para-professional, clerical, and human support in assisting the classroom teacher in the management and instruction of special education students; performs related tasks as required and directed. All work is performed under the direction and supervision of the special education teacher, however, the aide may independently carry out particular aspects of the instructional program which include activities outside of the normal school facility.

### **ESSENTIAL FUNCTIONS:**

- Carries out instructional plans as designated by special education teacher and the student's Individual Educational Plan (IEP).
- Maintains student training data according to prescribed procedures;
- Develops and maintains pleasant and orderly training environment (e.g., maintain instructional materials, design bulletin boards, assist special education teacher and/or students in clean up activities, etc.)
- Strictly adheres to a daily schedule which regularly and systematically account for the students' IEP.
- With special education teacher's supervision and direction, carries out appropriate behavior management programs;
- Procures, sets up, and operates audio-visual equipment;
- Assists special education teacher in related instructional activities (e.g., field trips, library, assembly, etc.) as directed;
- Assists in physical movement of students from one learning environment to another;
- Performs such duties as attendance recording and collection of lunch monies as directed by special education teacher;
- Performs such clerical duties as typing, filing, and duplicating at direction of special education teacher;
- Supervises and trains students in lunchroom or during lunch period;
- Supervises and trains students during free time and other non-instructional periods as directed by special education teacher;
- Assists in maintenance of special education students' records, under the supervision of special education teacher and/or building principal;
- Performs other duties as assigned by special education teacher or principal;
- Assists with toileting, feeding, and positioning of students;
- Participates in team meetings;
- Assists with medical related duties, i.e. catheterization, gastrointestinal feedings, assistive breathing devices, colostomy and ileostomy needs;
- Assists with carry over of related services, i.e., Occupational Therapy, Physical Therapy, Speech, Adapted Physical Education, and Vision.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to develop and maintain an empathetic attitude toward disabled/handicapped students. Willing to learn specialized instructional/management techniques employed with disabled/handicapped students. Ability to communicate and develop effective working relationships with students, parents, and staff. Must be high school graduate or hold equivalence of a high school diploma and be willing to seek and maintain CPR certification. Assistance with Behavior Base Team.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school including basic keyboard and filing training.

**PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:**

Duties performed typically in school settings to include: classroom, gym, cafeteria, auditorium and recreational areas. Frequent walking, standing, light lifting, up to 80 pounds, and other physical activities necessary for the movement and comfort of disabled students are required. Occasional travel with students on field trips may be necessary. Regular movement of students by wheelchairs and other mechanical devices may be required. Personal hygiene of disabled students in changing catheters, diapers and clothing is required. Training and immunization against blood-borne pathogens is necessary. Occasional lifting of equipment such as audio-visuals weighing up to 50 pounds may be required. Occasional attendance to parent conferences, building-level meetings and division-wide meetings and training activities beyond normal assigned hours is necessary. Daily personal and close contact with children to provide classroom management and learning environment support is required. Regular contact with other staff members, parents and medical professionals may be required. Contacts with community and division-level staff may require considerable tact and diplomacy. Contact with children requires considerable empathy and understanding of students with disabilities.

**EVALUATION:**

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.

<i>Primary Location</i>	Stony Point Elementary School
<i>Salary Range</i>	\$16.66 - \$19.99 / Per Hour, depending on education, experience and internal equity
<i>Shift Type</i>	Full-Time

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