

# United Auburn Indian Community

**Position: Special Education Teacher Assistant**

## **Summary**

Under general supervision and guidance of the Principal, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom or other learning environment; assist in the preparation of instructional materials. Classroom duties will vary based on the disabilities of the students they are serving.

## **Duties and Responsibilities**

- A. Support students in progressing toward their Student Support Plan goals.
- B. Follow and implement Individualized Behavior Plans.
- C. Collect data regarding student's progress.
- D. Provide communication support to students via American Sign Language, Picture Exchange communication System, Augmented Voice System (Go Talk), etc.
- E. Assists students to and from the school vans.
- F. Assist students in toileting as needed.
- G. Help with meal preparation and clean up as needed.
- H. Fulfill recess duty needs.
- I. Tutor individual or small groups of student, reinforcing instruction as directed by the teacher; oversee student drills, practices, remedial exercises and assignment in various subjects.
- J. Provide individual assistance to students as directed; explain errors answer questions; assist student with a variety of instructional activities.
- K. Assist in preparation of instructional materials, duplicating and distributing of materials.
- L. Assist with monitoring behavior of students in the classroom and during outdoor activities including emergency drill according to approved procedures; report progress regarding student performance and behavior as required.
- M. Assist students with building self-esteem by providing proper examples, emotional support, a friendly attitude and general guidance.
- N. Oversee groups of student during playground activities as assigned; assure safe outdoor play.
- O. Promote understanding of the school rules and the United Auburn Indian Community's culture and historic background.
- P. Prepares for and participates in staff meetings.
- Q. Participates in continuing education appropriate for the job responsibilities and implements new skills and abilities.
- R. Perform related duties as assigned.

## **EDUCATION AND EXPERIENCE**

Preferably at least 2 years experience working with students with moderate to severe needs, especially communication delays and an Associate's Degree in a related field. Any combination equivalent to: high school graduation and sufficient training and experience to demonstrate the knowledge and abilities listed.

## **DESIRABLE BACKGROUND**

Direct experience working with Native American children and adults, or a background in the philosophy regarding the education of Native American children and adults.

Teacher Assistant Job Description

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Applied Behavioral Analysis
- Picture Exchange Communication Systems (PECs)
- Positive Behavior Support Systems
- Ability to understand and follow Individualized Education Plans
- Basic subjects taught in school, including mathematics, grammar, spelling, language and reading
- Basic child guidance principals and practices; basic instructional methods and techniques
- Correct English usage, grammar, spelling, punctuation, vocabulary, and handwriting
- Assist with instruction and related activities in a classroom or assigned learning environment
- Reinforce instruction to individual or small groups of students as directed by teacher
- Learn and apply appropriate methods, procedures and limitations in the assigned instructional environment
- Monitor, observe and report student behavior and progress according to approved policies and procedures
- Organize instructional materials; maintain a clean, safe and orderly classroom learning environment
- Interpersonal skills using tact, patience and courtesy
- Understand and follow oral and written communication
- Establish and maintain cooperative and effective working relationships with others
- Ability to work under pressure, to pay attention to detail, to concentrate and to follow directions

- Ability to maintain appropriate confidentiality in all matters pertaining to students, parents, staff and program

Please email resume to [resume@auburnrancheria.com](mailto:resume@auburnrancheria.com) or fax resume to: (530) 878-5445.

**You must type Special Education Teacher Assistant in the subject line to be considered.**