 **Teacher Assistant**

Salary Grade: 1

PTO Schedule: E

**ESSENTIAL FUNCTIONS:**

Under the direct supervision of the Director of Educational Services, the Teacher Assistant works within a classroom giving assistance to the teacher for the improvement of classroom performance of individual students; assists the education team in maintaining student behavior in the school area by utilization of intervention techniques in line with Agency policy of students weighing a minimum of 50 lbs. Must be able to effectively use both verbal and physical intervention skills with individuals six (6) through twenty-one (21) years of age. Physical intervention skills require the ability to kneel and return to standing without assistance. Requires knowledge of typical child and adolescent development and an understanding of trauma exposure including the 5 S’s of trauma: Safety, Self-Regulation/Soothing, Supportive, Strengths, Self-Care. Includes ability to visually observe/hear classroom disruptions and outbursts.

**JOB RESPONSIBILITIES:**

* Facilitate positive communication and pro social interactions by actively engaging students in productive and meaningful conversations and social interactions that will serve to educate or teach them new skills
* Implement instruction and instructional materials prepared by or agreed to by the teacher
* Provide classroom supports, including data collection and written reports
* Provide student support by using active and reflective listening skills and affirmations to demonstrate respect and empathy, avoiding negative and derogatory labels that foster disrespect
* Understand that behaviors, responses, attitudes, and emotions are a collection of survival skills often developed in response to traumatic experiences
* Addresses classroom and individual behavioral issues by applying approved intervention strategies that support healing, recovery and resist re-traumatization
* Responsible for assisting in the behavior management of students requiring physical restraint as described in the agency policy
* Provide support with hygiene and personal care skills
* May be required to transport students on field trips in agency vehicles
* Ability/willingness to work effectively with all program participants and family members, employees and vendors in a culturally diverse environment to support healing and recovery
* Maintain confidentiality of staff, program participants and stakeholders
* Uphold agency policies
* Attend at least two trainings related to being trauma informed in a twelve-month period
* Requires knowledge of typical child and adolescent development and an understanding of trauma exposure and traumatic stress signs and symptoms
* Engage caregivers, parents, family members and others by sharing strengths and challenges experienced by program participants
* Abide by the rules and regulations found in the Education Staff Manual
* Attend and participate in required agency trainings
* Other duties as assigned

**PHYSICAL REQUIREMENTS:**

* Use of abdominal and lower back muscles continuously over time to support others
* Ability to pass TCI certification and physically restrain students when necessary

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* Ability to stand from kneeling position without assistance

**QUALIFICATIONS:**

* Must be 21 years of age
* High School Diploma and a current Para Professional License from the Illinois State Board of Education
* Two years of experience in a school setting working with adolescents/at-risk youth
* Knowledge of childhood trauma and prior experience working in settings with youth and families that have been exposed to trauma or experiencing traumatic stress preferred
* Knowledge of youth development, adolescent issues, positive youth development/strength based approach preferred
* Valid IL, IN, or WI Driver’s license and proof of insurance required
* No history of child abuse or neglect
* Ability to pass background and drug screen

**WORKING CONDITIONS:**

* Exposure to student behavior problems that may include physical acting out and requires safe physical management skills
* Exposure to residents with complex mental health issues and/or disorders
* Exposure to youth with various states of cleanliness and hygiene

This position meets the FLSA requirements for **Non-Exempt**.

*Job descriptions are not intended, and should not be construed to be all-inclusive lists of all responsibilities, skills, efforts or working conditions associated with a job. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties from particular jobs and to assign other duties as necessary.*

**Equal Opportunity Employer M/F/D/V**

This will acknowledge that I have received a copy of the job description for my position.

Print Name Employee Signature Date

7/2018