



Human Resources & Legal Services

6700 Browns Lake Road

Jackson, MI 49201

517-768-5200

PLEASE POST

(2) TEACHER ASSISTANTS

Date Posted: ~~April 16, 2021~~ April 19, 2021
Closing Date: April 30, 2021 or Until Filled
Anticipated Start Date: August 23, 2021
Department: Special Education

Summary: Works collaboratively with general and special education teachers and other teacher assistants to provide quality educational activities for students. Provides for basic needs of students. Assists with feeding, self-help skills, toileting, communication strategies and preschool curriculum, and other duties as may be assigned. Teacher Assistant/LPN also administers medications and health treatments prescribed by physicians.

Essential Duties and Responsibilities: Other duties may be assigned.

1. Demonstrates initiative and creativity with students and their programs.
2. Implements goals and objectives that are specified in students' Individual Education Plans (IEP) under the direction of professional staff.
3. Assists with development and implementation of classroom and individual behavior management programs and techniques.
4. Understands and performs duties with awareness of possible medical needs of students. Assists with student medical needs when trained and qualified to do so. Assists students with daily needs, such as but not limited to, feeding, toileting, grooming, and other daily living activities.
5. Assists professional staff with routine tasks & practices (bulletin boards, open house, etc.)
6. Assists with individual or small group student instruction.
7. Provides assistance to facilitate students' non-instructional needs, such as therapy, including implementation of service programs under the direction of professional staff.
8. Assists instructional staff in the supervision of students while they are loading and unloading buses, in gym, classroom or on the playground.
9. Assists where necessary, with lifting students from wheelchairs, to changing tables, therapy equipment, etc.

10. Assists professional staff with keeping records and similar clerical functions related to student needs.
11. Regular and predictable in-person attendance is required for this position.
12. Additional duties for Teacher Assistant/LPN:
 - a. Observes special education students on a regular basis to detect health needs.
 - b. Administers medication and treatments prescribed by physicians.
 - c. Assembles and uses equipment, such as catheters, tracheotomy tubes, and oxygen supplies.

Supervisory Responsibilities: Supervises students, parents and volunteers at the request of the professional staff.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience: High school graduate with a minimum of 2 years of successful experience as an aide in a day care training program or trainable classroom, or equivalent experience (or equivalent combination of education and experience), and recommended by an administrator who has supervised the work of the aide for at least 1 year. Or, High school graduate, or equivalent, with advance training in a community college or degree-granting institution whose special education instructional aide training program has been approved by the MDE. Applicants who have experience working with students with visual impairments may be given preference.

Certifications, License: Current LPN License is required for TA/LPNs. Valid Michigan driver's license and good driving record are required, subject to reasonable accommodations.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, parents, and other employees of the organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities: Ability to work with children with disabilities, from mild to severe, from birth to age 26. Ability to interact with public and other staff is required. Ability to maintain composure under stressful conditions. Ability to interact appropriately with students based upon developmental data. Ability to meet multiple demands from several people. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to qualify for CPR

and first aid certification. Ability to learn and follow procedures for meeting student needs.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, talk and hear. The employee occasionally will bend or twist at the neck and trunk (more than the average person). The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and repeat the same hand or finger motion. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and reach with hands and arms. The employee must regularly lift up to 40 lbs. individually; to assist with 2-person lifts and to push or pull up to 100 pounds to move students who use adaptive equipment and supplies. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment. Specific vision abilities required by this job include close vision, distance vision, peripheral vision.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works near moving mechanical parts in some vocational settings. The noise in the work level is usually quiet or moderate, but occasionally loud. The employee is exposed to leaning fluids. The employee is exposed to infection at a greater risk than the average person. The employee is frequently required to interact with public and staff and is directly responsible for the safety, well-being, and/or educational goals of students.

The information contained in this job description is for compliance with the American with disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Pre-employment Screening: Applicants who receive a conditional offer of employment for a position with JCISD will be required to successfully complete a background check, a pre-employment physical to determine ability to perform the desired position (with or without reasonable accommodations) and a drug test.

Employment Date, Salary, and Fringe Benefits: Anticipated employment date is August 23, 2021. Placement on the Special Education Teacher Assistant Salary Schedule depends on qualifications and experience. A new employee hourly pay range is \$15.12 - \$25.73. Paid health, dental, vision, life and long-term disability insurances, sick, and personal business days.

Contact: Interested parties should go to our website, www.jcisd.org to complete an online application.

APPLICATIONS ACCEPTED UNTIL APRIL 30, 2021 OR UNTIL FILLED

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The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its

programs and activities, including employment opportunities.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice on nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public.