

Special Education Teacher Assistant Job Description

- Cares for and ensures completion of tasks, duties, and responsibilities are accomplished based on the unique needs of each individual student
- Provides assistance to students with emotional, social, behavioral problems, intellectual disabilities or mental conditions
- Helps maintain a safe, clean, and orderly classroom
- Answers students' questions and assists students in completing work
- Keeps parents/caregivers informed of the progress of their child's academic, social and physical development and behavior
- Helps to ensure students with special needs are accepted in the community
- Provides services to individuals who need social and emotional support, encouraging them to remain active in the community, without stigmatization of a mental illness
- Provides guidance, counseling, and homemaking services for children with special needs
- Maintains records and files on students
- Prepares and delivers presentations on behalf of the special education program to school-related organizations and community groups
- Prepares reports as required by school system, other agencies, and parents/guardians
- Records grades or courses taken by students in post-secondary programs, when the student is receiving special education services under the auspices of special education programs in high schools or vocational programs that serve individuals with disabilities in their post-secondary plans
- Assists with healthcare needs, meals, etc. of individual students
- Promotes an environment of growth for all students through interaction with other staff members and students within a given program or school setting.