Teacher Assistant for Accommodation Support

Reports to: School Testing Coordinator and Principal
Supervises: None
Term of Employment: 10 months
Salary: Pay Grade 56
FLSA Exempt/Non-Exempt: Non-Exempt

Qualifications:
- Graduation from high school
- Possession of an equivalent combination of training and experience which provides the required knowledge, skills, and abilities for the position
- Those qualifications required under the provisions of “No Child Left Behind”
  A. Associate's Degree, or
  B. Completion of 48 semester hours of college credits, or
  C. Successful completion of a series of WorkKeys assessments plus earn 96 contact hours of appropriate staff development

Essential Job Functions:

1. Instructional Assistance:
   - Aids in delivering accommodations in the school/classroom/accommodation lab to only students as identified with a disability under a 504 plan or IEP.
   - Assists in the preparation of materials for providing accommodation.
   - Maintains awareness of goals and objectives in the 504 or IEP of identified students.
   - Assists in implementing the identified accommodations spelled out in the 504 plan or IEP.
   - Participates in and facilitates activities to improve effectiveness of the total school program
   - Carries out student supervisory duties in a prompt and responsible manner to ensure a safe and healthful environment

2. Clerical/Technical Assistance
   - Maintains documentation/files/records pertaining to students utilization of provided accommodations in accordance with applicable rules, laws, and regulations
   - Performs clerical duties as assigned
   - Demonstrates technical skill in operating equipment

3. General Classroom Assistance
   - Exhibits positive behavior toward children, parents, staff and administrators
   - Conducts self as a positive role model in the school and community
   - Shares the responsibility for school cleanliness and neatness
   - Performs other duties and responsibilities as assigned by the supervisor
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Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- walk, lift, reach, stoop, stand, grasp, kneel, crouch, key requiring repetitive motions
- use visual acuity in preparing and analyzing written or computer data
- visually inspect small defects and/or small parts
- operate a variety of machines, motor vehicles, hand, and job specific equipment and tools
- determine the accuracy and thoroughness of work
- observe general surroundings and activities
- communicate by spoken word to express or exchange ideas and convey detailed or important instructions to others accurately, loudly, or quickly
- safely work in situations of exposure to blood borne pathogens which may require specialized personal protective equipment
- communicate effectively orally and in writing
- establish positive relationships with students
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- work with both children and adults with disabilities
- talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)