



Teaching Assistant Job Description

Assist the Special Educator in providing an exemplary special education program to assigned students and foster a school-wide environment that supports learning and development. Work collaboratively with the Special Educator, Related Services Providers, and classroom team to maintain a safe, positive, and supportive learning environment. Assist in implementing educational programs that support students in meeting IEP goals, developing independence, self-regulation, engagement, social relationships, and emotional well-being.

Essential Duties & Responsibilities

- Implement Individual Education Plans (IEPs), lesson plans, and related service plans under direction of the Special Educator and Related Services Providers.
- Follow IEP recommendations, Behavior Intervention Plans (BIPs), sensory integration plans, and communication plans consistently.
- Collect accurate data on IEP goals and input notes promptly.
- Create student and classroom materials as needed.
- Support students in community-based education while maintaining safety standards.
- Transport students to community locations following all traffic laws.
- Prepare the classroom for the next day and ensure materials are ready before student arrival.

Student Support

- Support students' social-emotional development and well-being.
- Use research-supported techniques for individuals on the autism spectrum.
- Encourage independent skill development using least-restrictive prompts.
- Build positive rapport with each student through engagement and appropriate social interaction.
- Use restrictive interventions (restraint, seclusion, etc.) only as a last resort or per approved IEP plans.

Team Collaboration

- Collect and share detailed observation data for IEP and services planning.
- Participate in meetings, trainings, and professional development.
- Communicate effectively with staff, parents, administrators, and community partners.
- Help maintain supplies and equipment in good condition.

Compliance

- Maintain confidentiality of all student and family information.
- Ensure adherence to laws and standards set by the California Department of Education.

Qualifications

Education

- **Required:** High School Diploma
- **Preferred:** Bachelor's Degree in Education, Psychology, or related field

Experience

- Minimum one (1) year as an Instructional Assistant, Teaching Assistant, or Paraprofessional.
- One (1) year experience working directly with students with autism or developmental disabilities.

Knowledge, Skills, and Abilities

- Understanding of child development, behavioral strategies, and special education programs.
- Openness to training and implementing new techniques.
- Proficiency in Google Workspace.
- Excellent communication, organization, and problem-solving skills.
- Professional demeanor, calm under pressure, and ability to work collaboratively.
- Creativity, flexibility, and self-motivation.

Physical Requirements

The role involves significant physical activity, including sitting, standing, walking, and assisting students.

Regular Activities

- Sitting, handling materials, exerting up to 20 lbs. of force.

Frequent Activities

- Standing, walking/running, reaching, handling, exerting up to 40 lbs. of force.

Occasional Activities

- Lifting up to 25 lbs., climbing, balancing, stooping, kneeling, crouching, crawling, pushing, pulling, and exerting up to 80 lbs. of force.

Safety

Staff must maintain Safety-Care certification (by QBS) to handle behavioral crises safely and professionally. Physical restraint is used only as a last resort and under approved procedures.