



JOB DESCRIPTION 104.1

TITLE: Teacher Assistant

FUNCTIONAL TITLE: Teacher Assistant

JOB CATEGORY: Teacher Assistant

REPORTS TO: Teacher/Case Manager, Program Supervisor/
Director of Education and Therapy

BASIC FUNCTIONS: Implementing skills training for students, including: daily living and eating skills, leisure activities, mobility and pool programs.

SCOPE: Implement various skill training programs for severely disabled students.

QUALIFICATIONS:

- High school graduate/GED
- Must be certified as a Certified Nursing Assistant or become certified within three months of hire.

SCHEDULE: Full-time position.

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RESPONSIBILITIES AND OBJECTIVES:

- Assuming responsibility and management for the student/adult in their care.
- Completing paper work, which includes keeping journals, taking data of recorded opportunities, portfolios, and classroom documentation.
- Implementing activities of daily living programs.
- Implementing individual eating skills program.
- Implementing age appropriate leisure/educational/vocational activities.

- Planning and assisting with the planning of appropriate activities, learning opportunities and/or community experience.
- Becoming a certified van monitor and participating in field trips and community experience programs
- Implementing mobility programs.
- Participating in pool program.
- Participating in ongoing staff development and in-service training programs.
- Implementing behavioral programming.
- Actively participating as a member of and interdisciplinary educational team at department, quarterly and unit meeting as needed.
- Implementing communication programming including those programs, which utilize assistive technology and computers.
 - Assuming classroom management duties during temporary teacher absences.

EXPECTATIONS:

- To carry out all responsibilities professionally and efficiently.
- To work in harmony and in support of the Seven Hills Foundation operating subsidiaries.

WORKING CONDITIONS / PHYSICAL REQUIREMENTS:

- May have to teach students in the classroom, therapy, at bedside, poolside, designated outdoors community areas and other school systems.
- Work area may be crowded.
- Regular schedule is necessary to complete a busy schedule.
- Working schedule may vary based on the needs of the students.
- Duties may involve being on one's feet for extended periods.
- Duties may include performing lifting and transfer of students throughout the day.
- Duties may involve exposure to contagious diseases.

- Assuming responsibility for the routine care and upkeep of classroom materials.
- Adhering to all Seven Hills at Groton safety, personnel and infection control policies.
- May involve daily positioning, transferring, and provision of personal care to students.
- Lifting of 50 pounds up to 30 times per day

STATUS: Non-exempt

I have read and understand my job description.

Employee

Date

Employee Printed Name

Supervisor

Date