

New Summit Charter Academy

Job Title:	Special Education Resource Teacher Assistant
Reports to:	Special Education Teacher/Coordinator
Salaried or Hourly:	Hourly
FSLA Status:	Non-exempt
Annual Days:	178
Salary Range:	\$18.00 - \$20.00 per hour

SUMMARY

Responsible for assisting special education teacher(s) by providing instructional support and assistance in meeting the educational needs of students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements of essential functions, responsibilities, frequencies, and percentages are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties, responsibilities, frequencies, and percentages may vary depending upon building assignments and other factors. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Aid students in small groups and one on one. Reinforce skills instruction.
- Supervise students in the classroom, playground, lunchroom and other areas.
- Prepare instructional materials as directed.
- Perform typing, word processing, data entry, filing and run copies. Maintain student records and files of student work as assigned.
- Participate in planning activities and discussions regarding student's needs and progress.
- Assist with parent involvement programs as directed.
- Perform other duties as assigned.

QUALIFICATIONS

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 Training

- Associate degree or 48 semester credits or pass school approved para test preferred



Experience

- No experience required; experience working with special need students preferred.



Skills & Knowledge

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Basic math and accounting skills.
- Personal computer, keyboarding and word processing skills.
- Critical thinking and problem-solving skills.
- Organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.

Certificates, Licenses, & Registrations

- Criminal background check required for hire.

Materials & Equipment Operating Knowledge

- None required.

Supervision & Technical Responsibilities

- This position reports to the Program Teacher and Building Principal.
- This has no supervisory responsibilities.

OTHER WORK FACTORS

The physical demands, work environment factors, and mental functions described below 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.

Physical Demands

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk or sit. The employee must occasionally lift and/or move up to 25 pounds. There are no specific vision abilities required by this job.

Work Environment

The noise level in the work environment is usually moderate.



Mental Functions

While performing the duties of this job, the employee is regularly required to use interpersonal skills. Frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate, and negotiate. Occasionally required to copy and compile.



New Summit Charter Academy is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Employee Signature

Date



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