



Job Title: Teaching Assistant	Department: Summit Academy
Reports to: Director of Special Education	
Position Supervises: N/A	FLSA Status: Non-Exempt

Job Summary

Responsible for providing assistance to instructional programs by assisting the teacher in achieving educational objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole.

Essential Duties

- Support classroom teacher with student learning, implementing and working through behavior and support plans that allow the student to meet IEP goals, as well as providing behavior redirection techniques when necessary.
- Encourage, engage and support students in the classroom, playground, and the community to maintain a positive environment that is conducive for learning and cooperation.
- Collect data about student progress, based on behavior plans and IEP goals. Counts and records specific student behaviors when required.
- Assist students in the development and maintenance of appropriate social behaviors, as well as interactions with others.
- Assists the classroom teacher in a variety of duties (Examples: set up and maintenance of the classroom, materials and supplies, completion of paperwork, assists in developing educational materials).
- Supervision of independent station in Summit Academy's Three Group Model.
- Assist students leaving and entering transportation vehicles, accompanies students to and from classrooms as needed.
- Assist with the supervision of students during emergency drills.
- Assist with students' use of equipment and assistive tech devices.
- Observe and intervene to redirect inappropriate behavior.
- Assist, monitor, and guide the student to pay attention, participate in activities, and complete tasks.
- Performs as a substitute teacher as needed.
- Participate in meetings and training as needed.
- Perform other duties as assigned (i.e. breakfast, lunch, arrival and dismissal).

Qualifications/Requirements

- High School Diploma or GED; Associate's Degree preferred.
- Experience in special education, education, and/or early childhood development. Applied Behavior Analysis preferred but not necessary.
- Interpersonal Skills: Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; relationship building; and teamwork.

- Language Skills: Ability to communicate fluently verbally and in writing. Ability to read and interpret documents such as safety rules, IEP's, operating and procedure manuals and government regulations. Ability to write routine reports and correspondence.
- Other Skills and Abilities: Able to quickly respond and adapt to challenging, fast-paced, dynamic environments; strong planning and organizational skills.
- Active Listening- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Learning Strategies- Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Persuasion- Persuade others to change their minds or behavior.
- Social Perceptiveness- Awareness of others' reactions and understanding why they react as they do.

Physical Demands/Environmental Factors

- Physical activity is a regular part of this role.
- Often sitting/standing for extended periods.
- Moderate lifting from 15 – 30 pounds.
- Ability to use physical restraint on students, but only in an emergency to prevent injury and only if the aide has been properly trained.
- Occasional travel for field trips.

I agree to perform the all duties and responsibilities of this position as specified in this job description.

Tara L Bulak

Signature

Date: 7/20/26

Tara L. Bulak

Name