

**TITLE**

**TSW - Assistant - Special Education**  
*funding for the 2018-19 school year was received*  
*(78.7% re-imburement from state) –*

**QUALIFICATIONS**

1. Minimum of high school graduation or equivalent – Associate Degree is preferred;
2. Experience working with students with disabilities;
3. Meet all applicable requirements of *Every Student Succeeds Act (ESSA)*;
4. Have strong written, verbal, presentation and interpersonal skills; and
5. Meet health and physical requirements.

**JOB SUMMARY**

Responsible to assist and instruct high school students to prepare for paid or non-paid work place learning experiences.

**WORK ACTIVITIES**

1. Work with students with a disability in on-the-job training experiences. Examples may include: job sampling, volunteer experiences, job shadowing, internships, apprenticeships, summer work experiences and work-based learning.
2. Assist students in establishing an appropriate working relationship with co-workers and supervisors.
3. Teach students how to perform specific tasks and understand work place policies while modeling appropriate workplace behavior.
4. Assist students in determining priorities and goals for the work experience which will be reviewed on a weekly basis to insure that the essential functions of the job are being performed.
5. Demonstrate creativity in developing methods of teaching job tasks and modifying processes to accommodate the student's barriers to employment.
6. Understand and employ workplace safety procedures while monitoring the progress of students to ensure that safety policies are being followed.
7. Ensure that the student(s) is working according to the expectations of job site supervisor.
8. Assess a student(s) ability to independently perform a learned skill.
9. Make independent decisions based on various factors to resolve any problems at the work site.
10. Utilize computer to enter data and operate other software as needed to perform the essential functions of the job.
11. Document student progress on the prescribed time schedule.
12. Understand and keep up to date with new technology, community resources, and assistive devices available to people with disabilities.
13. Attend meetings with referring VR Counselor, TSW Teacher and/or Supervisor of SPED as needed.

14. Use various forms of communication to update and coordinate with VR Counselor, TSW Teacher, LEA, and others.
15. Help develop and assist with summer workshops (if applicable) and/or summer employment.
16. Maintain a high level of confidentiality, a professional demeanor, and represent both vocational rehabilitation and the local education agency in a positive manner at all times.
17. Perform other work-related duties as assigned.

## **PHYSICAL DEMANDS**

This job may require lifting of objects that exceed fifty (50) pounds, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

## **TEMPERAMENT (Personal Traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with students.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

## **CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. *Intelligence*: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. *Verbal*: Ability to understand meanings of words and the ideas associated with them.
3. *Numerical*: Ability to perform arithmetic operations quickly and accurately.
4. *Manual Dexterity*: The ability to move the hands easily and manipulate small objects with the fingers.
5. *Form Perception*: To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures.
6. *Color Discrimination*: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

## **WORK CONDITIONS**

Normal working environment in the classroom with students but will also interact with business people in the local community.

Does qualify for the benefits associated with the *Fair Labor Standards Act (FLSA)* in regard to overtime. The employee is entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

Any extension of work beyond the normal work hours must have the prior approval (written) of the immediate supervisor.

## **TERMS OF EMPLOYMENT**

The employee is expected to work the 180 student work days; seven and a half hours a day are expected.

To work directly with the TSW – Teacher, under the direction of the school principal and the Supervisor – SPED.

## **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.