

Liberty Tech Charter School
119 Price Road
Brooks, Georgia 30205
770-461-0005
www.libertytechcharter.org



SPED Teacher Aide JOB DESCRIPTION:

Perform a variety of paraprofessional curriculum, instructional, clerical, and support tasks to support teachers, students, and other professional staff in a general or special education classroom or learning environment; assists with the daily management of the students and classroom; and performs related duties as required or assigned.

REQUIRED QUALIFICATIONS:

- High School diploma or GED equivalent
- 60 or more college credits or parapro cert. or be able to pass parapro GACE
- Excellent oral, written and interpersonal communication skills

PREFERRED QUALIFICATIONS:

- Experience working with children with special needs

SUMMARY OF ESSENTIAL DUTIES & RESPONSIBILITIES:

- Performs curriculum, instructional, clerical, and support tasks to assist student, teachers and other professional staff in a classroom or other instructional setting
- Works with the teacher to provide instructional or developmental activities for the special education population
- Performs remedial instruction or tasks to reinforce learning initiated by a professional educator
- Works with students requiring individual or close attention; observes and assists individual students experiencing difficulties
- Prepares a variety of instructional materials and reports, as requested; works with individuals or small groups of students
- Assists with teaching classes of basic skills and may monitor a computer, writing, or other technology laboratory under general supervision
- Assist with maintaining order and discipline and assists with managing the behavior of students, including crisis management
- Proctors tests and examinations, corrects and scores objective tests; performs various clerical duties including assisting with inventory.
- Continues instructional activities during the teacher's absence from the classroom; assists with routine care, including personal hygiene, feeding and other tasks, as required or requested; and on an "emergency" basis only, serves as substitute teacher.

REQUIRED DUTIES & RESPONSIBILITIES:

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all LTCS policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.

PHYSICAL DEMANDS:

Routine physical activities that are required to fulfill job responsibilities. Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds of force constantly to move objects. Frequent bending, lifting, pushing, pulling, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Ability to tolerate a work environment which includes working outside and prolonged periods of standing, walking and sitting. Vision, hearing and verbal communications are essential functions of this position.

REPORTS TO:

SPED Coordinator and Assigned Dean

SALARY:

Depends on experience. Employee benefits include health insurance, flexible benefits and retirement plans.

ADDITIONAL COMMENTS:

Complete application packets consist of: Letter of Interest that refers to the desired position by position title Current résumé Completed application found on [Hiring - Liberty Tech Charter](#) Copies of all valid professional certificates (as applicable for position) College transcripts or high school diploma/GED equivalent (as applicable for position)

It is the policy of Liberty Tech Charter School not to discriminate on the basis of race, color, religion, sex, national origin, age, disability or genetic information in any of its employment practices, educational programs, services or activities. For additional information about nondiscrimination provisions or to request accommodations based on a disability, contact the Human Resources Department (770-461-0005 ext 1015).