

Job Title: Teacher Assistant

Organization: Bynum School

Location: Midland, TX

Closing Date: Until Filled

Job Description:

POSITION: Teacher Assistant Exempt Status: Non-Exempt

Reports to: Lead Teacher Purpose: Assist the lead teacher in conducting classes and providing services.

Education: High School Diploma or G. E. D. Experience: Minimum of one year working in special education classes or related field

Requirements: Experience working with students and adults who have disabilities Ability to communicate effectively Texas Driver's License Clear background check Number of Days: According to school calendar

MAJOR RESPONSIBILITIES 1. Ensure the safety of students. 2. Demonstrate fairness, respect, and professional treatment toward all students at all times. 3. Uphold policies and procedures adopted by Bynum School 4. Assist in supervising students throughout the school day, both inside and outside the classroom. 5. Assist in maintaining a neat and orderly classroom. 6. Maintain constant communication with the lead teacher. 7. Refer all parent communications to the lead teacher 8. Exhibit traits of ownership, readiness, and integrity and strive to be Christ-like as referenced in Bynum School's Professional Standards and Expectations. 9. Maintain regular attendance.

OTHER RESPONSIBILITIES 1. Assist the lead teacher in preparing instructional materials and classroom displays. 2. Assist in inventory, care, and maintenance of equipment. 3. Assist the teacher in collecting student data 4. Participate in professional development, staff meetings, and special events. 5. Maintain normal routines and provide assistance to substitutes. 6. Work with individual students or small groups to conduct instructional exercises assigned by the teacher. 7. Keep the teacher informed of any special needs or problems of individual students. 8. Monitor students and consistently enforce expectations for behavior and performance. 9. Implement students' Individual Program Plans and Individual Transition Plans under the direction of the teacher. 10. Transport students to community-based activities (CBI). 11. Assist students with personal hygiene, oral hygiene, toileting, and eating skills. 12. All other duties as assigned by the Executive Director or Director of School Programs.

Physical Demands The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. 1. Moderate Standing 2. Stooping 3. Bending 4. Lifting and positioning children and adults 5. Operating a vehicle Equipment Used 1. Copier 2. iPads and computers 3. Large vehicles 4. Other equipment as needed to meet the needs of students and the department

Working Conditions Comfortable, air-conditioned and heated, well-lighted area. Hazards and possible bodily injuries due to the nature of working with children who have disabilities. Will work outdoors, indoors, and in greenhouses.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. The statements are not intended to be an exhaustive description of all work requirements and responsibilities. The minimum level of education noted as a requirement could be supplemented by commensurate experience and/or certifications as determined by the hiring manager.

How To Apply: Visit bynumschool.org to fill out an application