

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	ESY Summer 2023 Special Education Teaching Assistant Positions				
<b>Department:</b>	Special Education				
<b>Reports to:</b>	Assistant Director of Pupil Personnel Services, ESY Coordinator				
<b>Supervises:</b>	N/A				
<b>Description of job:</b>					
<p>Extended School Year Summer Special Education Teacher Assistant positions are available. This program services North Kingstown students, from Prek- Grade 12, who have a current Individualized Education Plan and have showcased regression or emerging skills throughout the academic year. English Language Arts (reading decoding/fluency, comprehension, and writing) and Mathematics will be addressed.</p> <p>Responsibilities include but not limited to:</p> <ul style="list-style-type: none"> <li>• Work with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.</li> <li>• Assist the teacher in the classroom in the review, make-up, or continuous learning activities for students or small groups of students.</li> <li>• Assist the teacher in maintaining a safe and orderly learning environment.</li> <li>• Maintain a high level of ethical and confidentiality of information.</li> <li>• Under the direction of the classroom teacher, supervise snacks, bathroom breaks, movement breaks, play periods, arrival and dismissal.</li> <li>• Other duties as outlined in district TA job description.</li> <li>• Other duties as assigned by ESY Coordinator or Office of PPS.</li> </ul> <p>Program runs four days per week (except for preschool which runs 3 days per week).</p> <p>Teacher Assistants will be paid \$15/hr.</p> <p>RI Teacher Assistant Certification required.</p> <p><b>Preschool</b> - Tuesday through Thursday, 3 days, July 11th through August 3rd</p> <p><b>Grades K-4</b> - Monday through Thursday, 4 days, July 10th through August 3th</p> <p><b>Grades 5 - 8</b>, Monday through Thursday, July 10th through August 3th</p> <p><b>Life Skills Grades K-4</b>, Monday through Thursday, July 10<sup>th</sup> through August 10th</p> <p><b>Life Skills Grades 5-12</b>, Monday through Thursday, July 6<sup>th</sup> through August 10<sup>th</sup></p>					
<b>Protective Personal Equipment:</b>		N/A			
<b>Classification:</b>	<b>Sedentary:</b>	<b>Light: X</b>	<b>Medium:</b>	<b>Heavy:</b>	<b>Very Heavy:</b>
<b>Classification Key:</b> <i>Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;</i>					

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**Light** – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;  
**Medium** – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;  
**Heavy** – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;  
**Very Heavy** – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.

<b>Driving Requirements:</b>	None: <b>X</b>	Manual:	Automatic:
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Work Environment			
<b>Floor Surface:</b>	Tile and/or carpet		
<b>Inside:</b>	100%	<b>Outside:</b>	
<b>Lighting:</b>	Fluorescent or Incandescent		
<b>Vibration:</b>	n/a		

### PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 20 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		<b>X</b>				
10 – 20 lbs.		<b>X</b>				
20 – 35 lbs.	<b>X</b>					
35 – 50 lbs.	<b>X</b>					

CARRYING						
Maximum weight carried: up to 20 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		<b>X</b>				
10 – 20 lbs.		<b>X</b>				
20 – 35 lbs.	<b>X</b>					
35 – 50 lbs.	<b>X</b>					

PUSHING/PULLING						
Maximum push/pull: 20 lbs						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		<b>X</b>				
10 – 20 lbs.		<b>X</b>				
20 – 35 lbs.	<b>X</b>					
100 + lbs.	<b>X</b>					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting				<b>X</b>	
Standing		<b>X</b>			
Walking		<b>X</b>			
Bending		<b>X</b>			
Twisting		<b>X</b>			
Crawling	<b>X</b>				
Kneeling		<b>X</b>			
Squatting		<b>X</b>			
Climbing		<b>X</b>			

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Reaching – Vertical		X			
Reaching – Horizontal				X	
Grasping		X			
Pinching		X			
Manual Dexterity		X			
Fine Dexterity		X			

**FREQUENCY KEY:** *Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)*

### Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties 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/or Experience:

High School Diploma, Associate's Degree or higher.  
Previous experience working ESY preferred but not required.

### License/Certificate/Certification:

RI Teacher Assistant Certification required.  
  
CPI Certification preferred but not required.

### Technological and/or Technical Skills:

Computer literacy.

### Communication Skills:

Demonstrated strong communications skills.

### Planning Skills:

Demonstrated organizational skills.

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### Interpersonal and Problem solving skills:

Ability to interact with students, staff and members of the community in a respectful and positive manner. Ability to effectively handle issues utilizing a personable problem solving approach

### Terms of Employment:

Through length of summer ESY program

### Evaluation:

Per Assistant Director of Pupil Personnel

**Date: 02/2023**