



DEPEW UNION FREE SCHOOL DISTRICT

DISTRICT OFFICES
5201 S. Transit Road
Depew, New York 14043-4335
www.depewschools.org

Shanda DuClon
Assistant Superintendent
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EXTERNAL NOTICE OF VACANCY

POSITION: TEACHER ASSISTANT - SPECIAL EDUCATION

LOCATION: Cayuga Heights Elementary

TYPE OF APPOINTMENT: Full-Time, Probationary

START DATE: September 5, 2023

SALARY: As per Depew Teachers' Organization Collective Bargaining Agreement

JOB DESCRIPTION: See Attached

QUALIFICATIONS: Current New York State Teacher Certification in any area

APPLICATION DEADLINE: August 30, 2023

APPLICATION: Please submit an on-line application at www.wnyric.org. Materials to be submitted on-line include: application, letter of interest, resume, transcripts, certification, and 3 reference letters. Applications will not be considered unless all required materials are submitted online. Please direct any inquiries to: Shanda DuClon, Assistant Superintendent, Depew Union Free School District, 5201 S. Transit Road, Depew, NY 14043

August 16, 2023

Depew Union Free School District

Teaching Assistant JOB DESCRIPTION

JOB TITLE: Teaching Assistant

REPORTS TO: Building Administration/Director of Special Education

The Teaching Assistant will provide direct instructional services and supervision of students under the direction of classroom or special education teachers and/or administration.

JOB FUNCTIONS AND RESPONSIBILITIES:

Teaching Assistants:

- Assist classroom/special education teachers with lesson preparation including the development and use of various instructional resources
- Supervise students in and out of the classroom; accompany students to classes throughout the building or on field trips, community outings and work experience placements
- Communicate daily with classroom teacher regarding student progress, needs or concerns including providing teacher with information that will assist in the development of appropriate learning experiences
- Provide whole group and small group instruction as requested by the classroom teacher
- Assist in data collection and progress monitoring of students' IEP goals
- Implement and collect data on student behavior intervention plans/ classroom behavior Management programs
- Reinforce classroom and school rules as identified by teachers or building administration
- Assist students with on-task behaviors and lesson activities
- Assist students with daily activities including organizational strategies, development of social skills and increasing independence
- Utilize professional skills and abilities by assisting in instructional programs such as foreign language, art, music etc.
- Supervise students during arrival and departure times
- Any other duties (including serving as substitute teacher if needed) as designated by Classroom or Special Education Teachers, Building Administration or Director of Special Education
- Teaching Assistant responsibilities and duties may vary depending on grade level, building and academic or life skills assignment