



**THE LEARNING CENTER  
FOR THE DEAF**  
MARIE PHILIP SCHOOL

**POSITION: CLASSROOM ASSISTANT**

Classroom Assistants assist the Classroom Teacher in providing the physical and instructional needs of students with additional needs in the classroom. They assist in the design and preparation of instructional materials and in planning and implementing various functional activities. They provide direct supervision and monitoring of students and work on an individual or small group basis.

**REQUIREMENTS:**

- High School diploma or higher degree
- A minimum of conversational fluency in American Sign Language required, with native, or near-native ASL fluency preferred
- Ability to work effectively as part of an educational team
- Prior experience working with children preferred
- Ability to accept and constructively use feedback and suggestions regarding job responsibilities and performance
- A valid drivers license and a clean driving record as determined by Human Resources

**SUPERVISOR:** Classroom Teacher or Department Supervisor

**FUNCTIONS AND RESPONSIBILITIES:**

Meets department standards for attendance and arrival.

Complies with school policies and procedures.

Assists teacher in preparation of instructional materials and classroom visuals for student and instructor use.

Conducts instructional exercises assigned by the teacher; works with individuals or small groups, adapting to students' individual, medical, physical, communicative, instructional and emotional needs.

Participates in direct service planning and lesson planning with Classroom Teacher and/or in a team approach.

Informs the teacher of special needs that arise or problems with individual students. Participates with student data collection, documentation, and interpretation. Helps with inventory, care and maintenance of equipment.

Assumes responsibility for the supervision and instruction of students in the absence of the classroom teacher.

Assists students with physical disabilities according to their physical and/or medical needs.

Assists student, as needed, with personal needs that may include feeding, toileting and personal hygiene.

May be delegated medication administration or certain medical procedure responsibilities.

Escorts and monitors students to and from the classroom and other various activities (lunch, therapies, etc.).

Implements behavior management plans for individual students under the direction of the teacher.

Maintains confidentiality.

Maintains a professional appearance in accordance with The Learning Center's policy.

Contribute to the growth and development of employees and the department through active participation in staff development activities and meetings.

May be required to drive students on field trips and/or to mainstreaming classes. Additional driving responsibilities as needed.

Some lifting may be required when working with young students or students with special needs, however, TLC embraces and celebrates a spirit of inclusion and diversity, and reasonable accommodations and modifications will be made whenever possible. The diversity of our student population may require that some assignments have a heavier physical responsibility due to safety. If the opening for which you are applying will require more strenuous physical activity, the unique needs will be discussed at the time of interview.

Perform other tasks as assigned by the Department Supervisor.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

TLC is proud to be an equal opportunity employer and all employees and applicants for employment are afforded equal opportunity in every area of hiring and employment without regard to race, color, religious creed, national origin, ancestry, sex, gender identity, age, criminal record (inquiries only), handicap (disability), mental illness, retaliation, sexual harassment, sexual orientation, genetics, active military, and any other legally protected characteristic.