

Special Education Teacher's Assistant

Position: Special Education Teacher's Assistant

Join Our Team!

The United Auburn Indian Community (UAIC) is currently seeking a Special Education Teacher's Assistant for our Tribal School. As a federally recognized Native American tribe, UAIC is committed to enhancing the well-being of our Tribal Members, employees, and the surrounding communities. Join us in a supportive environment where tradition is honored, and innovation is encouraged.

Why UAIC:

- **Health and Wellness Benefits: Enjoy 100% employer-paid Medical, Dental, and Vision coverage for you and eligible family members.**
- **Retirement Planning: We contribute to your retirement account starting at 4%.**
- **Work-Life Balance: We value your personal time with fifteen (15) paid holidays and eighty (80) hours of accrued PTO.**
- **On-Site Amenities: Benefit from complimentary on-site breakfasts & lunches, fostering a sense of community and convenience.**
- **Competitive Compensation: The expected starting range for this position is \$17.50/hr – \$24.67/hr depending on experience.**

How to Apply:

Ready to make a meaningful impact? Visit [UAIC Careers](#) to apply online.

Position Summary

Under the Special Education Teacher's general supervision, the Special Education Teacher's Assistant assists in reinforcing instruction and providing individualized support and assistance to individuals or small groups of students with disabilities or special needs in a classroom or other learning environment. The Special Education Teacher Assistant also assists in the preparation of instructional materials.

Essential Functions

- Assists in the implementation of individualized education plans (IEPs) for students with special needs, under the guidance of special education teachers.
- Assists in the implementation of behavior intervention plans for students, under the guidance of special education staff.
- Tutors individuals or small groups of student, reinforcing instruction as directed by the teacher.
- Oversees student drills, practices, remedial exercises and assignments in various subjects.
- Provides individual assistances to students explaining errors, answers questions and a variety of instructional activities.
- Assists in preparation of instructional materials including copying and distributing materials.

- Assists with monitoring behavior of students in the classroom and during outdoor activities and reports progress regarding students' performance and behavior.
- Assists with monitoring emergency drills according to approved procedures.
- Assists students with building self-esteem by providing proper examples, emotional support, a friendly attitude and general guidance.
- Promotes understanding of the school rules and the United Auburn Indian Community's culture and historic background.

Non-essential Functions

- Oversees groups of students during playground activities; assures safe outdoor play.
- Maintains a clean, safe and orderly classroom learning environment.
- Assists with disinfecting the classroom and high touch surface areas within the school buildings.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge

- Knowledge of child development.
- Understanding of students with special education needs.
- Understanding of the basic principles and practices of special education, including individualized education plans (IEPs), accommodations, modifications, and inclusion strategies.
- Proficient knowledge of basic subjects including mathematics, grammar, spelling, language and reading.
- Proficient knowledge of proper English usage, grammar, spelling, punctuation, vocabulary, and handwriting.
- Knowledge of child guidance principles and practices; basic instructional methods and techniques.
- Knowledge of educational programs and outreach programs in surrounding area.
- Knowledge of symptoms of communicable diseases and head lice.
- Knowledge of MS Office applications, including Word, Excel, and Outlook.

Skills

- Well-organized, and able to manage multiple things simultaneously.
- Active listening skills.
- Awareness
- Calm, friendly, and reliable temperament.
- Creative thinker.
- Patience and compassion.

Abilities

- Ability to adapt to the various needs of the children.
- Ability to interact with children.
- Ability to work independently and use good judgment.
- Ability to maintain safe, secure and healthy environment for children.
- Ability to work both indoors and outdoors.
- Ability to provide activities that are recreational in nature.

- Ability to utilize strong interpersonal and communication skills.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to foster a cooperative work environment.
- Ability to communicate effectively, both orally and in writing.
- Ability to develop and implement new strategies and procedures.
- Ability to work under pressure.
- Ability to maintain appropriate confidentiality in all matters pertaining to students, parents, staff and program.
- Ability to clear all necessary background checks.

Qualifications

Minimum requirements

- Education:
 - High school diploma or equivalent
 - Completion of units in Early Childhood Education, Liberal Studies or related field
- Experience:
 - Two years of related experience working with individuals with disabilities or in educational settings

Preferred qualifications:

- Associates Early Childhood Education, Liberal Studies or related field.

Special Requirements

Must maintain STRICT CONFIDENTIALITY of all UAIC information received in trust and confidence.