

# Teacher Aide-School White Plains Campus

Elizabeth Seton Children's School

White Plains, NY

Other

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## Job Description

### Position Functions and Responsibilities

- Assist teacher and classroom staff in maintaining a safe and organized learning environment (keep materials and equipment clean and in working order, set-up materials and have them available for use by students and staff during activities according to the daily lesson plan)
- Assist students in physical care tasks and health related activities including therapeutic feeding, toileting and positioning in adapted equipment
- Collaborate with classroom team in designing lesson plan activities based on knowledge of children with special needs and child development
- Assist teacher in maintaining accurate classroom documentation (student attendance and health checks, classroom housekeeping daily checklists, etc.) according to ESCS
- Transport students to and from school; making sure they are seated securely and have all necessary adapted equipment in working order
- Be aware of classroom activities and location of students at all times; anticipate and respond to individual needs as directed by the teacher
- Carry out standards for customer service; quality improvement; professional development; environmental, safety and infection control practices; confidentiality, corporate compliance and all other ESCS policies and procedures; attend all mandatory in-services to ensure regulatory compliance and best practices in working with students and their families
- Perform other tasks to support the operations of the school as assigned by School Administration

## Qualifications

**Education Requirements:**

- High school degree; Bachelor's Degree preferred

**Application Instructions**

Online application: [Teacher Aide-School White Plains Campus in White Plains, New York | Careers at Elizabeth Seton Children's Rehabilitation \(icims.com\)](#)

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