

Elmhurst CUSD 205

Permanent Sub Assistant - District Wide

Department: Student Services
FLSA Status: Non-Exempt
Updated Date: October 27, 2025

Supervisor: Assistant Principal
Classification: B

Summary

This position is a traveling permanent Educational Assistant responsible for providing coverage for absent educational assistants across all district buildings, from Pre-K through high school. Performs any combination of the following non-instructional and instructional duties in order to assist students in the classroom setting and school special education classroom or environment. These duties are initiated and supervised by the classroom teacher and/or case manager and include working with other students in need of assistance when the needs of the primarily assigned student(s) have been met.

Essential Duties and Responsibilities

- Maintain an effective working relationship with classroom teachers and special education staff to implement goals, modifications and adaptations (provided by certified teacher) for each student while reinforcing learned skills.
- Participate in all mandatory training and professional development as provided by the school and district.
- Model, positively reinforce and assist in shaping desired student behaviors in accordance with the student's individualized educational and behavior plan.
- Assist teacher/case manager with data collection on students' behavior and/or performance.
- Assist with establishing and maintaining appropriate classroom routines for all students under the guidance of the classroom teacher and/or case manager.
- Assist students, individually or in groups, with lesson assignments in order to present or reinforce learning concepts.
- Based on need, monitor and assist with student movement and behavior throughout the building and outside of school, such as community-based learning and field trips.
- Assist students with activities of daily living that they are unable to perform for themselves. These include but are not limited to:
 - Toileting and/or diapering
 - Feeding
 - Physically assist with movement after prior training from OT/PT
 - Dressing and undressing for PE classes
- Physically assist inside the swimming pool when help is needed; assemble, sanitize (when necessary) and prepare needed materials for students.
- Assist students with appropriate technology and its effective use.
- Confer with the teacher on student progress and seek clarification where direction may be unspecified or unclear.
- Monitor students at arrival and departure times; escort them onto the bus, to and from school bus or personal vehicle.
 - Operate district vehicle wheelchair lift on vans and in school, as needed

- Supervise and assist students during lunch program-both while eating and then during remaining free time either indoor or outdoor.
- Perform other duties as assigned by the supervisor which are reasonably within the scope of the duties in this job classification.

Supervisory Responsibilities

This job has no supervisory responsibilities. (Supervisory here refers to employee supervision, not student supervision)

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Achievement Focus** - Measures self against standard of excellence.
- **Adaptability** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **Analytical** - Uses intuition and experience to complement data.
- **Attendance/Punctuality** - Is consistently at work and on time; arrives at meetings and appointments on time.
- **Communications** - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.
- **Conflict Resolution** - Maintains objectivity; keeps emotions under control.
- **Continuous Learning** - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- **Cooperation** - Establishes and maintains effective relation; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.
- **Dependability** - Follows instructions, responds to management direction; takes responsibility for own actions.
- **Diversity** - Shows respect and sensitivity for differences.
- **Ethics** - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.
- **Initiative** - Volunteers readily; asks for and offers help when needed.
- **Innovation** - Meets challenges with resourcefulness; generates suggestions for improving work.
- **Job Knowledge** - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.
- **Judgment** - Includes appropriate people in the decision-making process.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
- **Organizational Support** - Follows policies and procedures; supports organization's goals and values.
- **Personal Appearance** - Dresses appropriately for position; keeps self well groomed.
- **Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently.

- **Problem Solving** - Identifies and resolves problems in a timely manner; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Quality** - Demonstrates accuracy and thoroughness; applies feedback to improve performance; monitors own work to ensure quality.
- **Quantity** - Completes work in a timely manner.
- **Safety and Security** - Observes safety and security procedures; reports potentially unsafe conditions.
- **Teamwork** - Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.
- **Use of Technology** - Demonstrates required skills; adapts to new technologies; uses technology to increase productivity; keeps technical skills up to date.
- **Written Communication** - Writes clearly and informatively; able to read and interpret written information.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty 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

High school diploma or GED required

Experience

One to two years related experience and/or training; or equivalent combination of education and experience is preferred

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and effectively monitor student progress at the direction of the classroom teacher.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Excel and/or Google Sheets Spreadsheet software; Microsoft Word and/or Google Docs Word Processing software and Gmail.

Certificates, Licenses, Registrations

At a minimum, employee must hold and maintain a PARA License or equivalent through the Illinois State Board of Education (ISBE).

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, talk, and hear. The employee is frequently required to walk; sit and reach with hands and arms. The employee is occasionally required to use hands to finger, handle, or feel and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee can be frequently exposed to outside weather conditions. The noise level in the work environment can vary from moderate to loud.