MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201
JOB DESCRIPTION

Job Title: **Aide - Special Education/General Education**

Reports To: **Certified Teacher, Program Coordinator, Building Admin**

Pay Schedule/Range: **Outlined in MESP Bargaining Agreement**

FLSA Status: **Non Exempt**

Prepared/Revised Date: **September 2026**

Work Year: **174 Days**

SUMMARY: The Aide's primary responsibility is to assist students at the direction of the teacher to allow students to achieve the highest level of independence within the academic and social setting as possible. An assistant works under the supervision of the classroom teacher and may perform other duties as assigned in an effort to create an environment that fosters the highest quality standards which further the District's mission and vision.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks Descriptions
1. Individual Student Care: (as applicable) ● Assist students off and on the bus at the beginning and end of day. ● Accompany students to lunch and assist in feeding, when necessary. ● Assist students in toileting, transfers and hygiene issues as necessary. ● Maintain documentation logs on student activities/behaviors as directed by the teacher. ● Become familiar with various technology and equipment based on student need.
2. Classroom Organization: ● Design and construct bulletin boards in the classroom and hallway. ● Assist in preparing materials for instruction, including making copies. ● Assist in grading papers and classroom organization as needed.
3. Supporting Instructional Duties: ● Implement teacher designed review/reinforcement activities. ● Assist all students in the classroom as directed by the teacher. ● Assist in modifying materials from the general education classroom as necessary. ● Collaborate with related services and teaching staff. ● Support use of technology devices, augmentative communication, and adaptive materials. ● Support differentiated instruction ● Accompany and assist students in related services, specials, lunch, recess, and/or general education classes as directed. ● Data collection support.
4. Managing Behavior ● Complete Crisis Prevention Intervention Training if needed. ● Monitor all students for appropriate behavior. ● Enforce classroom and school rules. ● Implement individual behavior plans as directed by the teacher. ● Always maintain student confidentiality.
5. Related to building activities: ● Monitor hallway, bus and bathroom as needed. ● Follow Minooka CCSD 201 and building level procedures. ● Attend Minooka CCSD 201 training when directed. ● Attend IEP and team meetings as needed. ● Perform building level supervisory duties/other building level duties as assigned including but not limited to morning and afternoon arrival/dismissal duties, lunchroom supervision, recess supervision, etc. ● Maintain student confidentiality.
6. Performs such other tasks as may be assigned by the Certified Teacher, Program Coordinator, Building Administrator and/or District Administrator.

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or GED
- Work experience with children (supporting education, preferred)

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid driver's license
- Criminal background check required for hire; employment contingent on appropriate results.
- Paraprofessional license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Effective communication skills (Verbal and written)
- Effective interpersonal skills
- Solid computer skills in a variety of platforms/programs necessary for the completion of all job responsibilities
- Ability to solve problems independently or work cooperatively in a team
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time management skills, with the ability to prioritize tasks
- Professional attitude and appearance

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE
Reports to:	Classroom Teacher, Program Coordinator and/or Building Administrator

	POSITION TITLE	# of Employees
Direct Reports:	None	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. Occasionally, but essentially, the employee must be able to walk, bend or twist at the neck and trunk more than the average person, squat/stoop, reach above the head, reach forward, climb in/out of vehicles, lift up to 25 pounds from shoulder to overhead, lift up to 50 pounds floor to waist, push/pull items over 90 pounds on wheels over carpeted, tiled, concrete, paved, dirt or other outdoor surfaces, and carry up to 50 pounds 15-25 feet.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.