

••• **A.E.R.O. SPECIAL EDUCATION COOPERATIVE** •••

5400 W. 77th Street • Burbank, IL 60459

(708) 496-3330

JOB DESCRIPTION: *Instructional Assistant*

QUALIFICATIONS:

- Must meet all requirements in accordance with PERA and the implementation of PA 097-0607
- Valid and registered Professional Educator License with stipulations (Paraprofessional and/or Substitute)
- Experience working with individuals with disabilities preferred

REPORTS TO:

- Classroom Teacher, A.E.R.O. Program Supervisor and/or Administrative Staff

The essential functions of this position include, but are not limited to, the responsibilities and functions specified herein.

GENERAL RESPONSIBILITIES:

1. Assume responsibility for continued professional growth to fully support regular school year and extended school year programs.
2. Support and act in accordance with all A.E.R.O. Governing Board goals, objectives and policies, The School Code of Illinois, and other federal and state laws.
3. Assume appropriate roles as adult model and educator.
4. Obtain Illinois School Bus Driver Permit when requested by program supervisor/principal for purpose of transporting students to community-based activities.
5. Demonstrate knowledge of students' needs, including but not limited to: educational, medical, physical, sensory, speech/language, social/emotional, recreational, vocational, etc., as established by a multi-disciplinary team and implement as needed.
6. Maintain strict confidentiality regarding all matters pertaining to students and personnel.
7. Demonstrate effective organizational skills, time management, and flexibility in order to meet staff and students' needs.
8. Function as program or classroom instructional assistant but may be assigned as a one-on-one (1:1) instructional assistant.
9. If fluent in a second language, assistance in translation is expected when requested.

10. Attend work on a regular basis.
11. Assume other duties and responsibilities as assigned by the program supervisor, school principal and/or classroom teacher.

PERFORMANCE RESPONSIBILITIES:

I. MDC/IEP MANAGEMENT

- A. Assist in the delivery of academic, behavioral, adaptive and life skills instruction as prescribed in Individual Educational Programs for students with varying functional levels.
- B. Assist the classroom teacher in keeping accurate and up-to-date records for each student.
- C. Prepare necessary written materials, i.e., accident reports, incident reports, telephone contacts, when assigned and/or appropriate

II. CLASSROOM MANAGEMENT

- A. Participate in implementing daily lessons for all students.
- B. Under the direction of the classroom teacher, maintain student behavior by utilizing behavior management strategies, including but not limited to restraining, using quiet rooms, and implementing token economy systems with consideration of individual program emphasis and student needs.
- C. Share in the responsibility of the physical needs of the students, including but not limited to:
 1. Positioning
 2. Feeding
 3. Toileting
 4. Lifting (*employee may be expected to lift up to 40 pounds without assistance*)
 5. Transferring (*employee may be expected to assist in student transfers; those in excess of 40 pounds will require additional assistance*)
 6. Providing miscellaneous school health services
 7. Physical intervention including restraining in accordance with the MENTA Method, or method recommended by AERO for usage throughout programs.
 8. Use of different student restraint systems required for transportation
- D. Assist teacher in utilization of educational and personal equipment including, but not limited to, A-V equipment, microcomputers, assistive technology devices, wheelchairs, braces, etc.
- E. Assist classroom teacher in maintaining orderliness, cleanliness and safety of instructional areas and equipment.
- F. Supervise students during non-academic periods, including but not limited to, lunch, PE/APE, and recreation periods as assigned by the classroom teacher, program supervisor and/or building principal.

III. TEAM MEMBER

- A. Maintain regular communication with all school personnel involved with each student. Work directly with all related service personnel as part of an integrated educational team.
- B. Participate in meetings when appropriate including but not limited to multidisciplinary conferences, team meetings and annual reviews as a member of the special education team.

- C. Under the classroom teacher's direction, implement mainstreaming activities as appropriate for students.
- D. Function as a member of the multidisciplinary team, participating in shared educational activities as part of that team, i.e., field trips, group/individual physical education, bus duty and lunch duty.