CCSD15

JOB DESCRIPTION
Program Assistant - Special Education

GENERAL INFORMATION

Title:	Program Assistant - Special Education	**Union Status:**	ESPA
Work Year:	Based on the official school calendar	**Reports To:**	Building Administration
ISBE Classification/Code:	310	**Evaluation**:	Assistant Principal or Designee
FLSA Status:	Non-Exempt	**Supervisory Responsibilities:**	None
Salary:	Schedule A Pay Scale	**Benefits:**	Board Paid Single Coverage

GENERAL RESPONSIBILITIES:

The Program Assistant provides instructional support work in providing assistance to teachers in the daily management and instruction of students. The employee is responsible for performing clerical and instructional tasks to relieve teachers of routine activities and to help carry out daily classroom activities. The work involves observing and reporting on the behavior and learning of students and closely monitoring the needs of children including basic personal needs and physical help. These professionals reinforce lessons by tutoring individual students or small groups.

ESSENTIAL FUNCTIONS:

- Maintain confidentiality in the performance of all assigned duties regarding all aspects of work with children and staff
- Assist teachers in providing a well-organized, smooth functioning environment in which all students can take full advantage of the instructional program
- Work with individual students or small groups to reinforce instructional material initially introduced by the teacher
- Work with individual students or small groups for intervention programming under the direction of certified staff
- Attend training and professional development when appropriate
- Assist the teacher with non-instructional classroom duties such as snack, restroom, recess, and clothing routines
- Help prepare and distribute lesson materials
- Assist in monitoring student progress and report concerns to teacher(s)
- Assist the teacher in keeping the classroom neat and orderly
- Assist the teacher in preparing and arranging bulletin boards
- Assist with supervision of students in and out of the classroom
- Assist with preparing and maintaining student records when requested
- Assist teachers and students with technology
- Assist with escorting and supervising students within and outside the school to special area classes, recess, field trips, etc.
- Participate in collaborative planning for instruction with classroom teacher(s)
- Assist the teacher in preparing the classroom for the opening of school and in storing materials and getting the classroom ready for closing of school
- Demonstrate cooperation, openness for growth, and willingness to contribute as a productive team member
- Perform clerical duties for teacher when necessary
- Monitor student progress by checking work in progress, making corrections and reporting results to the teacher
- Have the ability to work from home, in the event work from home is provided by the district, including the ability to access WIFI
- Assist in organizing and maintaining classroom materials
- Prepare center projects and set up weekly center areas
- Correct and grade papers, supervise testing and makeup work

- Substitute Teach as needed (for employees who meet IBSE requirements to substitute teach)
- Monitor and ensure appropriate student behavior
- Check and respond to District email at a minimum of once daily
- Have the ability to work from home in cases of virtual learning days including the ability to access WIFI
- Additional job requirements include supervision of students both indoor and outdoor, such as to/from the bus each day and/or lunch/recess assistance resulting in exposure to all weather conditions
- Perform other duties as assigned

Program Assistant in Personal Care and High Needs (Special Education) positions:

- Provide personal care to students that includes performing one or more of the following duties at least three times per week: catheterization, diapering, tube feeding, oral feeding, oxygen monitoring, body repositioning/turning/lifting, toileting (beyond support typical for the child's age/grade)
- Participate in de escalation training or other applicable trainings as determined by the Administration

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

- Strong organizational skills
- Understanding, patience, emotional stability and a positive attitude for working with children
- Excellent communication and interpersonal skills

EDUCATION, CREDENTIALS and/or EXPERIENCE:

- Must possess a minimum of a Paraprofessional License or Substitute Teaching License through the Illinois State Board of Education (ISBE)
- Paraprofessional approval from the Illinois State Board of Education
- Prior school experience a plus

Physical Demands and Work Environment:

While performing the duties of the job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee regularly is required to reach with hands and arms. The employee is frequently required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to a minimum of 50 pounds or more. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee occasionally types using a keyboard.

In the work environment, the employee is regularly exposed to video display and works in a classroom environment. Occasional opportunities may be available for work in the evening or on weekends. The employee is frequently exposed to outdoor weather conditions. The employee will have contact with the public which requires appropriate demeanor and apparel. The noise level in the work environment is usually moderate.

The physical demands and work environment described 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.

Reviewed/Revised:
July, 2022
Salary and Benefits information updated 7/2026
The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position They are not an exhaustive list of all duties and responsibilities related to the position This job description will be reviewed periodically as duties and responsibilities change with the business necessity and School Board Policy and procedures Essential and marginal job functions are subject to modification