



Crete-Monee School District 201-U

JOB DESCRIPTION

Title: Teacher Assistant

Purpose Statement

The position of Teacher Assistant has been established for the purpose(s) of providing assistance to the teacher in maintaining appropriate classroom activities and environment so that students may learn effectively. Specifically, they assist with the overall educational goals established by the teacher for the student.

Reports To

Building Administrator
Classroom Teacher (If applicable)

Essential Function

To provide assistance to the teacher in maintaining the appropriate classroom environment so that students may learn effectively.

Job Responsibilities

- Assists with subject matter areas as assigned.
- Assists with preparing and maintaining bulletin boards.
- Assists in organizing physical environment to be conducive to learning.
- Assists teacher with parent contacts (phone calls, notes, home visits, etc.) as assigned.
- Attend meetings, serve on committees, perform other duties and assume other responsibilities as may be assigned by the principal or designee in accordance with the contract and Board of Education.
- Checks notebooks, parent folders, corrects papers, and assists in testing and make-up work.
- Guides independent study, enrichment work, and remedial work set up by teacher.
- Implements prescribed behavior management practices.
- Instruct and monitor students in the use and care of equipment and materials, in order to prevent injuries and damage.
- Performs clerical tasks as needed (attendance, copying, organizing files, etc.).
- Performs lunch and bus duty as assigned.
- Participate with teacher in a daily review of planned activities.
- Participates in professional development as required by Summer School Program
- Reports significant change or lack of change in student behavior.
- Shares confidential information appropriately.
- Supervise student in classrooms, halls, cafeterias, school yards, gymnasiums or on field trips.
- Toileting assistance/diapering as directed.
- Under supervision of a certified teacher, prepares for classroom activities and provides academic assistance.
- Tutor or assist children individually or in small groups of students to reinforce what has been initially presented by the teacher.

Job Requirements: Minimum Qualifications

Minimum of a Paraprofessional Endorsed Educator License (ELS) or Substitute License, which must be registered in Will County.

To qualify for a Paraprofessional Educator License, you must have:

- Application for Paraprofessional Approval (ISBE Form 73-95); **AND**
- A secondary school diploma or its equivalent (GED); **AND**
- One of the following:
 - College transcript showing at least 60 semester hours of credit; **OR**
 - Associate's Degree or higher from an accredited institution; **OR**

Knowledge/Skills/Abilities

- Skill necessary to operate audiovisual equipment and common office machines.
- Skill to make learning aids which will strengthen lesson plans.
- Ability to comprehend the purpose of teacher designed strategies as a fulfillment of the instructional objective.
- Ability to discern significant student behavior and refer this to the supervisor.
- Ability to impart information to the child's level of comprehension.
- Ability to apply impartially and consistently proper methods of recognition, reward and consequences.
- Ability to solve most minor problems independently.
- Ability to follow minimally detailed written and oral instructions without constant supervision.
- Ability to record and store data accurately.
- Ability to maintain confidentiality of student information.

Physical Requirements

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Terms of Employment

Hourly wages and work year as established by the Board of Education and the Association of Crete-Monee Employees through professional negotiations.

Evaluation

Performance of this job will be evaluated by the Building Principal or designated administrator in accordance with the Board of Education's policy on Evaluation of Paraprofessional Personnel.