



Crete-Monee School District 201-U

JOB DESCRIPTION

TITLE: Special Education Teacher Assistant – Program for Academics and Life Skills (PALS)

Purpose Statement

The Special Education Teacher Assistant for the Program for Academics and Life Skills (PALS) supports the classroom teacher in providing instruction and care to students with significant cognitive, communication, and adaptive needs. This role helps implement individualized education plans (IEPs), supports students in academic and life skill development, and assists with daily classroom operations to promote student independence and success.

Reports To

Director of Special Education and Building Principal

Essential Functions

- Assist the teacher in implementing academic, behavioral, and life skills instruction aligned with students' IEP goals.
- Provide individual and small-group support to students in the classroom and other settings.
- Support students with personal care needs, including feeding, toileting, mobility, and hygiene, as required.
- Assist in the implementation of behavior intervention plans and sensory regulation strategies.
- Collect and record data on student performance and behavior under the teacher's direction.
- Prepare and organize instructional materials as needed.
- Promote student engagement, safety, and participation in all classroom and school activities.
- Accompany and supervise students during transitions, lunch, and other non-classroom times.

Job Responsibilities

- Maintain a supportive, respectful environment that fosters learning and independence.
- Communicate effectively with students, staff, and families as appropriate.
- Attend and participate in professional development and training sessions.
- Follow all district policies, procedures, and special education regulations.
- Report student concerns, incidents, and progress to the classroom teacher or appropriate staff.
- Perform other duties as assigned by the teacher or administration.

Job Requirements: Minimum Qualifications

- High school diploma or equivalent required.
- Must meet State of Illinois paraprofessional licensure requirements.
- Experience working with students with disabilities preferred.
- CPR and CPI training preferred or willingness to obtain.

Knowledge/Skills/Abilities

Ability to maintain confidentiality

Must be able to provide platinum customer service including tact, courtesy, and patience

Excellent written and verbal communication skills.

Ability to establish and maintain effective working relationships with staff

Ability to work with frequent interruptions

Ability to discern significant student behavior and refer this to the supervisor

Ability to impart information to the child's level of comprehension

Physical Requirements

This job requires moderate physical exertion, including:

- Exerting up to 20 pounds of force frequently as needed to move objects
- May require exerting up to 50 pounds of force occasionally
- Frequent visual, auditory, and tactile sensory perception
- Ability to move throughout the building and the building site as needed

Terms of Employment

This is a 180 day (9 month) contracted, union position. Single HMO medical, dental, and life insurance are paid by the Board of Education. Benefit days available: bereavement, personal, and sick days. Benefits subject to change per the ACME bargaining agreement.

Classification

This position is classified as a full-time, non-exempt, ACME union position.

Evaluation

Performance of this job is evaluated in accordance with provisions of the Board's policy on evaluation of personnel.