



<i>Position</i>	Reassessment Center Teacher Aide
<i>Location</i>	Morton East
<i>Department</i>	Instruction
<i>Reports To</i>	Assistant Principal of Instruction, Assistant Principal of Student Support Services
<i>Qualifications</i>	<ul style="list-style-type: none"> • Associate's degree or higher preferred. • High School diploma or equivalent. • Professional Educator’s License with Stipulations – Paraprofessional • Experience working with children or youth in educational settings preferred. • Ability to effectively communicate, both written and verbal, with students and staff. • Develop and maintain appropriate relationships with all stakeholders. • Ability to follow detailed procedures and testing protocols. • Ability to maintain confidentiality of student records. • Proficient in using Microsoft 365 and ability to quickly learn other District 201 approved instructional platforms. <p>Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.</p>
<i>Terms of Employment</i>	Ten (10) months
<i>Evaluation</i>	Annually
<i>Compensation</i>	2025-2030 Morton Teacher Assistants Salary Rates, Pay, and Fringe Benefits

<i>Position Summary</i>
<p>The Reassessment Center Teacher Aide supports student achievement by assisting certified staff with the administration, monitoring, and organization of student reassessments. This position helps ensure a structured and secure testing environment while providing instructional, clerical, and organizational support. The Teacher Aide works closely with students and staff to promote accurate assessment practices and efficient operation of the Reassessment Center.</p>

Essential Duties and Responsibilities

- Assist certified staff with the administration of student reassessments in accordance with district and state guidelines.
- Work collaboratively with and provide timely communication to staff regarding reassessment procedures and completion.
- Ensure sound testing conditions that include but not limited to organized, neat, clean, proper lighting, quiet, and secure.
- Prepare, organize, distribute, and collect reassessment materials.
- Provide accurate communication of testing expectations and directions to students.
- Supervise students before, during, and after reassessment sessions to maintain an appropriate testing environment.
- Maintain high-level security for test materials and student data before, during, and after testing.
- Maintain accurate records and documentation related to reassessment activities.
- Accurately document student attendance, participation, and completion of reassessments.
- Immediately inform supervisor and appropriate staff of any concerns, irregularities, or issues observed during testing sessions.
- Model and encourage appropriate student behavior at all times.
- Participate in required training and professional development activities.
- Adhere to state statutes, board policy, and collective bargaining agreement at all times.
- Perform all other duties as assigned by supervising staff or administration.

Physical Demands

This position requires the ability to sit for extended periods of time, stand for extended periods of time, and move to multiple locations on multiple floors in one day. There is some bending, lifting and carrying (up to 20 lbs) and stair climbing. This position requires using a computer and looking at a computer screen for extended periods of time on a daily basis. Requires typical office and classroom physical activities, including handling papers and testing materials, operating a computer, and using standard hand and finger movements for routine tasks.

Work Environment

The work environment is primarily indoors within a school setting and includes classrooms, testing rooms, and office spaces, often within the same day. The position requires maintaining a quiet, structured environment conducive to student assessment. Reliable transportation is required for this position.

Job Description Updated

2/2/2026