

Community Consolidated School District 21 Job Description

Special Education Teaching Assistant

Supervisor: Building Administrator

Employee Group: Teaching Assistant

Qualifications:

- **Educator License with Stipulations (ELS) or Professional Educator License (PEL) Required**
- **Bilingual preferred**
- **Willingness to be trained in nonviolent crisis prevention (NVC/CPI)**
- **Willingness to ride the school bus if requested**

Purpose:

The position of the Special Education Teaching Assistant is to support success in the school environment for a classroom of students, small groups of students or an individual student. The Special Education Teaching Assistant works under the direction of a licensed teacher in assisting students with social-emotional regulation, communication and linguistic needs, motor and sensory development, and any health-related services and/or academic and functional support. This level of support increases the student's engagement and availability for learning. The Special Education Teaching Assistant may support students in the general education classroom and special education classroom.

Essential Functions:

- Adapts classroom activities, assignments, and/or materials under the direction of licensed staff for the purpose of supporting and reinforcing classroom objectives.
- Implements, under the supervision of assigned teacher or related service personnel, instructional programs and lesson plans (academic, functional, and social) and assists students with assignments for the purpose of reinforcing learning concepts, enhancing the learning environment, and fostering independence for students.
- Monitors individual and/or groups of students in a variety of settings for the purpose of maintaining a safe and positive learning environment.
- May assist with self-help (i.e., feeding, life skills, personal hygiene activities, diapering, toileting) and other health-related services for the purpose of supporting health and wellness within the school setting.
- May implement behavioral/safety plans designed by IEP team for the purpose of presenting and/or reinforcing learning and safety objectives.
- Monitors student's daily schedule and behavior plan for the purpose of maintaining a safe and positive learning environment.
- Escorts students as needed for the purpose of providing necessary supports, including but not limited to classrooms, hallways, lunchrooms, playgrounds, restrooms, and bus.
- Implements the use of assistive technology for the purpose of enhancing communication and learning for students.
- Monitors individual students in a variety of settings for the purpose of maintaining a safe and positive learning environment.
- Promotes good study habits as appropriate and student independence for the purpose of improving the quality of student outcomes.
- Models conversation, manners, clean up activities, listening, and everyday interactions for the purpose of demonstrating appropriate social behavior.
- Assists with collecting data under the supervision of licensed staff for the purpose of monitoring student progress.
- Assists students with assignments for the purpose of reinforcing learning concepts, enhancing the learning environment, and fostering independence for students.
- Demonstrates punctuality and regular attendance for the purpose of ensuring consistency and continuity of instruction for students.

Other Functions:

- Maintaining communication logs or other parent communication systems as needed.
- Maintaining documentation for Medicaid eligible service reimbursement.
- Participates in inservices for the purpose of acquiring and/or conveying information relative to job functions.

- Assists with classroom activities, assignments, and/or materials under the direction of licensed staff for the purpose of supporting and reinforcing classroom objectives.
- Provides assistance to other students as needed for the purpose of enhancing learning and safety for all.
- Performs other related duties as assigned.

Job Requirements:

Specific skill and knowledge-based competencies required to satisfactorily perform the functions of the job include:

- Concepts of grammar and punctuation
- Fluency and clarity in spoken English
- Reading fluency and comprehension
- Basic mathematical skills
- Safety practices
- Operation of standard office equipment including using pertinent job-related software applications

Specific ability-based competencies required to satisfactorily perform the functions of the job include:

- Effectively presenting information in one-to-one and group situations to students
- Working with emotionally, physically, and/or mentally impaired students
- Maintaining confidentiality
- Maintaining composure under stressful situations
- Maintaining effective decision-making skills
- Communicating tactfully and courteously with diverse groups
- Adapting to changing work priorities
- Working collaboratively as a part of a team
- Applying common sense understanding to carry out instructions

Specific physical ability-based competencies required to satisfactorily perform the functions of the job include:

- Moving up to 50 pounds (pulling, pushing, lifting, carrying)
- Sitting, standing, walking
- Visually supervising students
- Utilizing computer keyboards and screens to enter, retrieve, and transform information or data

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.