

Community Consolidated School District 21 Job Description

GENERAL EDUCATION TEACHER ASSISTANT

Supervisor: Building Administrator

Employee Group: Teacher Assistant

Qualifications: Valid Educator License with Stipulations (ELS) or Professional Educator License (PEL)

Purpose:

The position of the General Education Teacher Assistant was established for the purpose of supporting student learning during core instruction. The General Education Teacher Assistant works under the direction of a licensed teacher in the supervision and instructional support of students.

Essential Functions

- Implements, under the supervision of the assigned teacher, instructional programs and lesson plans and assists students with assignments for the purpose of reinforcing learning concepts initially taught by the licensed teacher.
- Adapts classroom activities, assignments, and/or materials under the direction of licensed staff for the purpose of supporting and reinforcing classroom academic and social emotional learning objectives.
- Collects informal assessment information under the supervision of licensed staff for the purpose of monitoring student progress.
- Communicates and collaborates with teachers and other licensed personnel for the purpose of planning instructional activities.
- Monitors individual and/or groups of students in a variety of settings for the purpose of maintaining a safe and positive learning environment.
- Promotes CCSD21 Learner Qualities and student independence for the purpose of improving the quality of student outcomes.
- Responds to emergency situations (i.e., injuries, conflicts, students in crisis, aggression, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Assists with maintaining accurate records.
- Provides assistance to all students as needed for the purpose of enhancing learning and safety for all.

Other Functions:

- Performs clerical work for the purpose of supporting students and teachers in the classroom.
- Participates in student evaluation, program development, meetings, inservices, and parent conferences as needed for the purpose of acquiring and/or conveying information relative to job functions.
- Demonstrates punctuality and regular attendance for the purpose of ensuring consistency and continuity of instruction for students.
- 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 (i.e., add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals; compute rate, ratio, and percent; draw and interpret graphs; money concepts; etc.)
- 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.