



GLENBROOK HIGH SCHOOL DISTRICT 225  
3801 W LAKE AVENUE  
GLENVIEW, IL 60026

## **Instructional Assistant**

### **Advanced Support: Glenbrook Transition Services**

Department:	Special Education
Location:	GBT
FLSA Status:	Non-Exempt
Retirement System:	Illinois Municipal Retirement Fund (IMRF)
Term:	186.5 Work Calendar
Unit Classification:	Instructional Assistants
Wage Classification:	Category 3 - Advanced Support
Supervisor:	Assistant Director of Transition Services

#### **Position Summary**

The Advanced Support Glenbrook Transition Services Instructional Assistant will work collaboratively with students, staff, parents, and adult service and community agencies to assist in all aspects of the daily instruction in the areas of employment, education, training, and independent living skills for students within the GBT and community settings. The instructional assistant may be responsible for individual or small group instruction under the direct or indirect supervision of the teacher or other certified personnel. The GBT IA will also support integrated and competitive employment. The GBT IA supports students' vocational goals under the direction of the Vocational Coordinator, Vocational Teacher and/or Case Manager. This role involves preparing materials, providing positive behavior support, taking data, overseeing students in community-based and vocational sites, and facilitating successful vocationally-related experiences for students. This position also requires the GBT Instructional Assistant to support students with personal care needs.

#### **Education and/or Experience and Qualifications**

1. State Paraprofessional License (60 or more college credit hours or pass the Paraprofessional test to apply for a license) OR Substitute Teacher License.
2. Prior experience working with young adults with a variety of disabilities in vocational and job settings.
3. Successful completion of the District Lifting evaluation.
4. Required to have a valid driver's license and use reliable personal transportation to meet students at community-based sites as needed.
5. Ability to obtain and maintain a School Bus Driver Permit from the Illinois Secretary of State to transport students in authorized school vehicles.

## Essential Functions

1. Support students receiving transition services (e.g. college/continuing education preparation and life skills instruction, community-based instruction, transportation training, and vocational training) within identified transition services locations.
2. Collaborate with the GBT team to provide academic, social, and emotional support.
3. Assist in data collection to record student performance in the areas of employment, education, training, and independent living skills.
4. Supervise assigned areas for the optimum teaching environment, including community locations.
5. Prepare, care for, and supervise the equipment and/or resource materials.
6. Conduct individual and small group instruction under the direction of licensed staff (this may include community travel training).
7. Utilize strategies to increase student access, including implementing assistive technology to increase student independence.
8. Implement the students' accommodations and emergency care plans under the direction of the teacher and certified school nurse.
9. Assist with small group and individual student behavior management under the direction of the teacher, including but not limited to behavior de-escalation and safe behavior management.
10. Attend and participate in problem-solving and/or IEP meetings as requested.
11. Assist in arranging or making adjustments to student transportation related to vocational experiences.
12. Assist with the personal care needs of the student, including but not limited to toileting, transfers, feeding, support of clothing, oral hygiene, feminine hygiene (if applicable), and other personal care needs multiple times per day as needed under the direction of the teacher while maintaining the dignity and confidentiality of the student.
13. Assist in the physical movement of students from one learning environment to another.
14. Assist with the safe transportation of students to and from locations and activities, including supervision of loading and unloading of students from vehicles and alternative paratransit, as directed by transportation or supportive attendance plans.
15. Participate in appropriate professional development activities.
16. Perform additional duties as assigned by the supervisor.

## District, School, and Department Culture

1. Models mutual respect; integrity; professionalism; multicultural awareness; gender, racial, and ethnic equity; and the values, beliefs, and attitudes that inspire others to perform to their highest potential.
2. Recognizes and respects divergent opinions and respects the role of others.
3. Communicates and promotes high expectations for all work performed.
4. Carries out all responsibilities and functions in a professional and ethical manner.

## Skills Required

To perform this job successfully, an individual must demonstrate satisfactory performance in each essential duty. The requirements listed below represent the skills and abilities required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Possesses highly developed interpersonal, organizational, and problem-solving skills to make sound and proactive decisions with little or no direction.
2. Ability to be sensitive and confidential in the management of parents, students, and teachers' needs and issues, displaying diplomacy and tact in all interactions
3. Ability to maintain and grow current job skills as directed.
4. Possess working knowledge in word processing, spreadsheets, database entry, and Google applications.
5. Ability to perform essential duties with an awareness of school district and Board policies.

## Physical Demands

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

1. While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk, and listen.
2. The employee is frequently required to stand, walk, operate office and computer equipment, reach with hands and arms, and frequently repeat actions with the same hand, arm, or finger motion, such as when entering data at a computer.
3. Specific vision abilities required by this job include close vision and the ability to adjust focus. In addition, the ability to withstand the long-term use of computer monitors is required.
4. Lift up to 50 lbs. at waist height.
5. Lift up to 100 lbs at waist height or below with a second person.
6. Standing support up to 100 lbs at waist height with a second person.
7. Standing and walking intermittently up to 4 hours per day.
8. Lift up to 25 lbs. from ground to shoulder height.
9. Lower up to 25 lbs. from above shoulders to ground.
10. Push and pull up to 50 lbs up to 10 times a day.
11. Frequent sitting, standing, bending, and stooping.
12. Must be able to assist with the movement and positioning of adolescent-to-adult-size students.

## Work Environment

The work environment may vary in noise level and be fast-paced with frequent interruptions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## Retirement System

This position has been determined as an IMRF-qualified position. Participation in IMRF is not optional for employees in positions that meet IMRF qualification standards.

Member and employer contributions are a legal requirement for governmental units participating in IMRF. These contributions are calculated as a percentage of monthly wages. Member contributions are a condition of employment for covered employees and will be deducted when wages are paid.

For more information on IMRF membership and benefits, go to:

<https://www.imrf.org/new-member>

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