



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

Instructional Assistant - General Instruction Job Description

Department:	General Instruction
Location:	GBS/GBN/GBOC/GBT
FLSA Status:	Non-Exempt
Retirement System:	Illinois Municipal Retirement Fund (IMRF)
Term:	186.5 Work Calendar
Unit Classification:	Instructional Assistants
Wage Classification:	Category 2 - General Instruction
Supervisor:	Instructional Assistant Manager and Instructional Supervisor

Position Summary

The Instructional Assistant - General Instruction will work collaboratively with students, staff, parents, and adult-service and community agencies to assist in all aspects of the daily instructional program for students within the school and community setting. 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.

Education and/or Experience and Qualifications

Essential Education and/or Experience and Qualifications

- State Paraprofessional License (60 or more college credit hours or pass the Paraprofessional test to apply for a license) OR Substitute Teacher License.
- Experience in an educational environment is preferred.

Assignment Specific

Instructional Assistants in Multilingual Classrooms

- Bilingual in English and selected language is required for the position of Multilingual Learners Instructional Assistants.

Instructional Assistants in Content Specific Classrooms (Content areas may include, Mathematics, Physical Education, Health, Driver Education, and Science)

- Endorsement in the Content Area preferred

- A minimum of 15 credit hours in the content area or a Bachelor's degree in an area equivalent to the content area (i.e. IA in Math with a Bachelor's in Accounting)

Instructional Assistants in Interdisciplinary Classrooms

- Experience in the specified field, which could encompass educational or career-related content.

Instructional Assistants in Special Education Classrooms

- Possess a valid driver's license and use reliable personal transportation to meet students at community-based sites as needed.

Essential Functions

Essential functions for all Instructional Assistants

1. Adapt classroom activities, assignments, and/or materials under the direction of the supervising teacher to support and reinforce classroom objectives.
2. Collaborate with the classroom teacher to provide academic, social, and emotional support.
3. Administer tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the classroom.
4. Assist with evaluation of and data collection to record student performance.
5. Supervise assigned areas for the optimum teaching environment.
6. Prepare, care for, and supervise the equipment and/or resource materials.
7. Conduct individual and small group instruction in the classroom and resource centers under the direction of the supervisor.
8. Guide students in developing positive relationships with peers and adults.
9. Utilize strategies to increase student access to the general education curriculum, including implementing assistive technology to increase student independence.
10. Implement the students' accommodations and emergency care plans under the direction of the teacher and certified school nurse.
11. Assist with classroom and individual student behavior management under the direction of the teacher, including but not limited to behavior de-escalation and safe behavior management.
12. Assist with supportive attendance implementation as needed.
13. Perform additional duties as assigned by the supervisor.

Content Specific - Special Education

1. Participate in community and vocational instruction within or outside the school building.
2. Assist in the physical movement of students from one learning environment to another.
3. Assist with the safe transportation of students to and from events and activities, including supervision of loading and unloading of students from vehicles, as directed by transportation or supportive attendance plans.

Content Specific - Special Education (Transition)

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, including the local and surrounding communities.
2. Assist in the physical movement of students from one community-based learning environment to another.
3. 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.

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 the essential functions.

1. Possess 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 the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk, and listen.
- 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.
- 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.
 - Standing and walking intermittently up to 4 hours per day.
 - Lift up to 25 pounds from ground to shoulder height.
 - Lower up to 25 pounds from above shoulders to the ground.
 - Push and pull up to 50 pounds up to 10 times a day.

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 the 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>