



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

**Instructional Assistant
Advanced Support: Permanent Substitute
Special Education
Job Description**

Department:	Special Education
Location:	GBN/GBS
FLSA Status:	Non-Exempt
Retirement System:	Illinois Municipal Retirement Fund (IMRF) and Teacher's Retirement System of Illinois (TRS)
Term:	186.5 Work Calendar
Unit Classification:	Instructional Assistants
Wage Classification:	Category 3 - Advanced Support
Supervisor:	Instructional Assistant Manager and Special Education Instructional Supervisor

Position Summary

The Instructional Assistant - Permanent Substitute will directly support student instruction in the classroom or resource area setting. The staff member will be assigned to one, or a combination, of the following: Classroom Instructional Support, Resource Area Tutoring Support, Personal Care Support, Classroom Teacher Substitute, and Classroom Instructional Assistant Substitute. Assignments will vary on a daily basis.

Education and/or Experience and Qualifications

1. Bachelor's degree in Education or a content area taught within the school district is required.
2. Valid Substitute License or Professional Educator License required.
3. Experience working with adolescents.
4. Experience in an educational environment is preferred.
5. A desire for continued professional development is essential.

Essential Functions

1. Serve as an instructional assistant to the classroom teacher and a resource to students.

2. Serve as an instructional assistant in a tutoring resource setting.
3. Serve as a substitute for a teacher or instructional assistant.
4. Assist with evaluation of and data collection to record student performance.
5. On-site problem-solving resource during the instructional day.
6. Care and supervision of equipment and resource materials.
7. Observation of assigned areas for an optimum teaching environment.
8. Collaborate with classroom teachers to provide academic, social, and emotional support.
9. 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.
10. Assist with the physical transfer and support of students as needed.
11. Assist in the physical movement of students from one learning environment to another.
12. Increase opportunities for meaningful participation within the classroom and school community.
13. Guide students in developing positive relationships with peers and adults.
14. Assist with access to the general education curriculum, including implementing curricular adaptations and assistive technology supports.
15. Assist with the safe transportation of the student to, from and during events, activities, and other programming, including supervision of loading and unloading of the student from bus or other vehicles, as directed by the student's transportation plan.
16. Implement the student's emergency care plan under the direction of the teacher and certified school nurse.
17. Conduct individual and small group instruction under the direction of the teacher, which may include peer support.
18. Assist with classroom and individual student behavior management under the direction of the teacher, including behavior de-escalation and safe behavior management and restraint techniques, when the student's plan includes the use of physical restraint.
19. Participate in community and vocational instruction within or outside the school building.
20. Supervision of General Campus Locations (inside and outside) as needed.
21. 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 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.
- Lift up to 50 lbs. at waist height.
- Lift up to 100 lbs at waist height or below with a second person.
- Standing support up to 100 lbs at waist height with a second person.
- Standing and walking intermittently up to 4 hours per day.
- Lift up to 25 lbs. from ground to shoulder height.
- Lower up to 25 lbs. from above shoulders to ground.
- Push and pull up to 50 lbs up to 10 times a day.
- Frequent sitting, standing, bending, and stooping.
- 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 the essential functions. Work may be at multiple job sites daily.

Retirement System

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

Member and employer contributions are a legal requirement for governmental units participating in IMRF and TRS. 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>

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

<https://www.trsil.org/members/tier-ii/guide/chapter-two-membership>

Adopted: December 13, 2021

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