

Community Unit School District 303

Support Staff Job Description

Title	Teacher Assistant Special Education Programs/ELL
Category (All)	10 month
Location	All Levels (Elementary School, Middle School, High School)
Reports to	Building Principal (or designee)
Minimum Qualifications	(ELS) Educator License w/Stipulations (Para)

Primary Responsibilities:

- Assist teacher(s) in instruction and supervision of students
- Work with individual student(s) or small group(s) of students in addressing IEP goals and objectives under the supervision of certified or licensed special education staff
- Assist teachers in providing behavioral support on an individual, small group, and/or classroom basis including the implementation of behavioral intervention and gathering of data
- Provide curriculum modifications under the supervision of certified staff
- May provide physical support to individual student(s) or small group(s) of students, including hygiene concerns
- Communicate and facilitate student needs among teachers and other personnel
- Facilitate social interactions with peers and other adults
- Supervise student(s) during out of classroom activities such as arrival/departure routines, lunch, exploratory electives, etc.
- Assist in the ongoing assessment of student(s)
- Provide relevant clerical assistance
- Participate in relevant educational workshops and meetings as reasonably requested (when employee is available)

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe building environment.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.