

Community Unit School District 308

Job Description Form

Job Title: Special Education Teacher Assistant

Location: School Site

Division/Department: Department of Special Education

Reports to: Building Administration

Level/Grade:	Type of position:	Hours
<input type="checkbox"/> Cert Administrator	<input checked="" type="checkbox"/> Full-time	Work Year: 10-Months
<input type="checkbox"/> TRS	<input type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
<input checked="" type="checkbox"/> IMRF	<input type="checkbox"/> Contractor	<input checked="" type="checkbox"/> Nonexempt
	<input type="checkbox"/> Intern	

General Description:

The special education teacher assistant supports students with disabilities from ages 3-21. Under the direction of a licensed special education teacher, the teacher assistant supports the goals of Individual Education Plans (IEP's) by modeling the necessary skills to perform assignments; following educational and specific behavioral plans; modeling appropriate behaviors and interactions with students and staff; and assisting students by providing for special health care needs.

SPECIFIC RESPONSIBILITIES:

1. Assists students with disabilities with academic, behavioral, social and functional growth and development.
2. Maintains confidentiality regarding all aspects of work with students with disabilities and other staff.
3. Adapts classroom activities, assignments and/or materials.
4. Implements instructional programs and lesson plans (e.g. reading, math, language comprehension, writing, computer, etc.) for the purpose of reinforcing learning concepts.
5. Promotes independence of students with disabilities.
6. Documents students' daily activities (e.g. behavior, completed assignments, on/off task times, etc.).
7. Monitors individual and/or groups of students with disabilities in a variety of settings (e.g. classrooms, restrooms, playgrounds, hallways, bus-loading zones, cafeteria, assemblies, field trips, etc.) for the purpose of maintaining a safe and positive learning environment.
8. Provides specialized handling or care of students (e.g. toileting, diapering, feeding).
9. Communicates and collaborates with teachers and other relevant personnel for the purpose of assisting in evaluating student progress and/or implementing IEP objectives.
10. Maintains classroom equipment and work area for the purpose of ensuring a safe and clean learning environment.
11. Participates in all meetings, and professional development activities as assigned by the building or district administrator.
12. Supports and implements District policies and procedures, regulations, and administrative directives.
13. Adheres to the ethical standards and codes of the profession and to the established rules, regulations, and laws governing special education.

14. Performs other related duties as may be directed by the building or district administrator.

Licensure Requirements:

- Valid Illinois Educator License with Stipulations - Paraprofessional or Professional Educator License or Substitute Teacher License.

Qualifications:

- Appropriate verbal and written language skills
- Ability to follow verbal and written instructions
- Effective interpersonal skills
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job
- Ability to use basic job-related equipment.
- Ability to understand students' disabilities and apply this understanding to the responsibilities of the job.
- Experience working with students with disabilities preferred.

Working Conditions & Physical Requirements:

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. The employee is frequently required to stand, walk, run, sit and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 30 pounds and assist in lifting up to 50 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Reviewed by: The Job Description Committee

Date: 4/11/2016