

Job Description



Title: Teaching Assistants – Regular Education/Special Education

Reports to: Principal

Summary of Position

Provide instructional assistance and classroom management support as directed by the classroom teacher.

Qualifications

- Must hold a valid Illinois Paraprofessional license (or a substitute teaching license or Professional Educator's license).
- Previous work experience preferred
- Able to receive direction and question what is not clear

Essential Duties and Responsibilities

General:

- Works with students to reinforce educational goals of instructional centers and exploration of materials consistent with teacher planning and curriculum
- Models appropriate implementation of classroom rules, social skills, and behavior management techniques modeled by the teacher and appropriate to the developmental age students
- Instruct small groups in daily planned work and activities
- Reinforce classroom rules, regulations and behavior management techniques
- Assists with the supervision of students throughout the school day, including lunch, center and play activities, outside play, and transitions within the school environment
- Assist teacher in daily classroom routines
- Assists instructor/leader with preparation, organization, and clean-up of materials for learning centers and classroom routines
- Maintains confidentiality of information about students as is expected of all employees
- Perform other duties assigned by the administrator

Additional Duties for Special Education may Include:

- Attend mainstream classes and other activities with students to assist in instruction and behavior management
- Provide assistance primarily to the assigned student (one-to-one assistant)

Job Requirements

Skills:

- Ability to adapt
- Conflict resolution and mediation between students

Knowledge of (Equipment or Software):

- Basic computer skills
- Current district progress monitoring programs
- Current district intervention programs
- Current district behavior management system

Key Success Factors

- Enjoys working with children
- Positive demeanor
- Takes direction
- Is flexible
- Proactive communicator with direct supervisor

Physical Demands and Work Environment

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, walk, sit, bend, write, type, speak, and listen. In addition, the employee may occasionally be required to bend, twist, reach and climb. Specific vision abilities required by this job include close, peripheral and distant vision. Required to lift and/or move a minimum of twenty-five(25) pounds.

The noise level in the work environment ranges from quiet/moderate to loud. The employee is frequently required to interact with the other staff.

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

The information contained in this job description complies with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.

Terms of Employment

- **Work Year:** 185 work days
- **Leave:** 12 Sick Days / 2 Personal Days
- **FLSA Status:** Non-exempt
- **Retirement:** IMRF
- **Benefits:** Yes
- **Salary:** S-2 (\$21.75 starting rate)