

Job Description



Title: Teaching Assistant - Special Education

Reports to: Principal (and/or Director of Student Services / Coordinator of Student Services & Early Learning)

Summary of Position

The Special Education Teaching Assistant provides instructional, behavioral, and clerical support to students with disabilities and the classroom teacher. Working under the direction of certified staff, the Teaching Assistant helps implement Individualized Education Programs (IEPs), reinforces instructional content, supports student regulation, and fosters a safe, inclusive, and respectful learning environment. The position may involve one-on-one assistance or support to small groups of students, both within general education settings and specialized instructional environments.

Key Focus Areas

1. Support student learning through individualized and small group instruction
2. Facilitate student participation in inclusive and special education settings
3. Assist in implementing and monitoring IEP accommodations and goals

Qualifications

- High school diploma or equivalent required
- Illinois Paraprofessional License (or eligibility/willingness to obtain)
- Experience supporting students with disabilities preferred
- Preferred, but not required – Bilingual endorsement/approval or fluency in a second language, in addition to English

Essential Duties and Responsibilities

Essential Duties - Instructional Support and Student Supervision:

- Instruct small groups of students in daily planned work and classroom activities
- Reinforce classroom rules, procedures, and positive behavior techniques
Attend mainstream classes and activities with students to assist in instruction and behavior management
- Assist students in achieving goals outlined in their IEPs
- Provide supervision for students during class, transitions, lunch, recess, and in the teacher's absence
- Offer one-to-one support for assigned students, if applicable
- Provide specialized handling or personal care of students (e.g., toileting, diapering, feeding, and/or basic hygiene needs)
- Model and support the unique communication needs of students through the use of AAC devices
- Promote the independence of students with disabilities
- Implement instructional programs and lesson plans (e.g., reading, math, language comprehension, writing, etc.) for the purpose of reinforcing learning concepts

Essential Duties - Classroom and Teacher Support:

- Assist the teacher in daily routines and classroom management
- Help organize instructional materials, assignments, and classroom activities
- Perform clerical duties such as photocopying, filing, and recordkeeping as directed by the classroom teacher
- Participate in parent conferences and/or IEP meetings when requested
- As part of a team, may be responsible for cleaning classroom equipment, manipulatives, and other materials daily/weekly
- Data collection and documentation in accordance with BIPs and IEP goals (e.g. daily communication logs to families, behavioral data collection, accident reports, etc.)

Other Responsibilities:

- Respond to student, staff, and parent concerns and work collaboratively to ensure needs are met equitably
- Promote inclusive and culturally responsive practices across the school community
- Participate in meetings, committees, and initiatives as assigned by the supervisor and/or Superintendent
- Assist with student arrival and/or dismissal, which may include escorting students to and from transportation and providing necessary supervision and support of the process
- Perform all other duties as assigned

Additional Duties:

- Respond to student/staff/parent concerns and work collaboratively to ensure needs are met equitably
- Promote inclusive and culturally responsive practices throughout the district
- Participate in meetings, committees, and initiatives as assigned by the supervisor and/or the Superintendent
- Perform all other duties as assigned

Key Success Factors

- Ability to build respectful, supportive relationships with students and staff
- Skills in multi-tasking and support for students in high stress situations
- Collaborative mindset and flexibility in a dynamic learning environment
- Strong organizational skills and attention to detail
- Understanding of equity-focused and inclusive educational practices
- Consistent and professional communication

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. Ability to work in an office environment, including the following: sitting, standing, light lifting, filing, operating office machines and computers, communicating with staff and others.

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 (Years 1-4), 2 Personal Days
- **FLSA Status:** Non-exempt
- **Retirement:** IMRF
- **Benefits:** Yes, See Article III of [District 68 Classified Organization Representing Employees](#)
- **Salary:** Commensurate with experience, S-2, \$21.75 - \$32.06 hourly (2025-2026)