



One-On-One Teacher Assistant

Revised July 2025

Perm/contract: SY25-26	Department: Core Instruction
FLSA Status: Non-exempt	Reports To: Core Instruction Administration
Primary Reporting Location: Assigned School Building	Level: Elementary PK-5 or Middle: Grades 6-8
Compensation: In accordance with Oak Park Teachers' Assistants Association	Date Available: SY25-26
Bargaining Unit & Classification: OPTAA & Classified	Supervisory Responsibilities: None
Benefits: Insurance: medical, dental, vision, life, and disability insurance are available Leaves- Paid sick & personal days provides Retirement: pre-tax retirement plans (e.g. 403b available)	

D97 Ideal Team Member Profile

- The ideal team member in District 97 is a visionary and equity-centered leader who inspires excellence and fosters collective responsibility for student success. This individual:
 - Champions the district's vision and drives forward-thinking, innovative practices that anticipate future educational needs.

- Stewards public trust and resources with fiscal responsibility and ethical transparency.
- Demonstrates relentless commitment to student success, ensuring that every decision supports equitable opportunities and outcomes for all learners.
- Organizes and empowers teams to work collaboratively toward shared goals, recognizing the interdependence of roles across departments and schools.
- Fosters a culture of care, learning, and service, grounded in authentic engagement with students, families, staff, and community members.
- Models integrity, professionalism, and confidentiality, serving as a role model for ethical and respectful conduct at all levels.
- Thrives in a culturally, racially, and linguistically diverse environment, showing a deep passion for inclusive practices and building belonging for all team members.
- Seeks and embraces feedback, especially when it challenges them to grow and improve in service of students and colleagues.
- Understands the powerful intersection of leadership, learning, and equity, and aligns their work to dismantle systemic barriers.
- Courageously addresses unprofessional behavior, holding self and others accountable to high standards in service to the community and students.

About the Role

The Teacher Assistant position supports student learning by providing support to the student(s) and teacher in the classroom with the specific responsibility of assisting with the supervision of students, the implementation of prescribed programs, the maintenance of records, and the use of various instructional tools in support of the educational program/the teacher's identified lesson. As a key member of the district's the teacher assistant position will interact with and respond to students, staff, parents/guardians, and community members in ways that demonstrates their alignment and agreement with the district's equity commitments. The teacher assistant position will ensure that equity is at the center of the district's teacher assistant services to positively impact student learning and employee practices as expressed in [Board Policy 7:12: Ensuring Racial and Educational Equity](#).

Essential Duties and Responsibilities:

- Assist with providing a variety of activities for a balanced program of instruction, giving student opportunity to observe, question and investigate.
- Reinforce information and instructions following a lesson.
- Work with student individually or in small groups in academic studies, basic life skills and other assigned instruction.
- Implement behavior modification plans and procedures designed for individual students when necessary.
- Maintain confidentiality regarding students.
- Maintain positive relationships with all students, school staff and parents.
- Observe and record student's progress.
- Assist the individual student during activities including recess, lunch and getting student safely on and off the bus.
- Assist the classroom teacher and student in daily activities
- Assist student with academic needs.

- Under the direction of the teacher, maintain student behavior by utilizing behavior management strategies

Content Knowledge, Skills, and Abilities:

- Ability to lift students is required
- Ability to work and communicate with students in an appropriate professional manner required
- Ability to work collaboratively with others
- Demonstrate knowledge of students' needs, including but not limited to: educational, medical, physical, sensory, speech/language, social/emotional, recreational, vocational, etc., as established by the teacher.
- Operate all equipment related to support of teacher and/or student needs: copy machine, computers, assistive technology, related OT and PT devices, other items as required

Candidate Qualifications:

- High School Diploma, minimum
- Associate's Degree, preferred
- Illinois Professional Educator License or
- Illinois Substitute Teacher License or
- Illinois Paraprofessional License

<https://www.isbe.net/Pages/Educator-Licensure-Requirements.aspx>

Physical Requirements:

This position requires the performance of light work—which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently to move objects. The position includes close visual acuity, frequent talking, hearing, walking, climbing stairs and standing, occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling, and significant fine finger dexterity. The job is performed in non-hazardous environments and a clean atmosphere. The position requires indoor and outdoor supervision during varying temperatures and climatic conditions.

Apply through Frontline:

Applications are currently being accepted for this position via our [district website](#). Please reach out to our human resources department at district97hr@op97.org, if you have questions about the application process.

We encourage interested applicants to apply, as we continue to uplift our equity policy. Our goal is to recruit, employ, support, and retain racially and linguistically diverse and culturally competent administrative, instructional and support personnel. Oak Park Elementary School District 97 is an equal opportunity employer and values diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. We are committed to creating an inclusive environment for all employees.

By signing this, I affirm that I have read and understand the contents of this document.

Employee Signature

Date