

**Elementary School District 159
Job Description**

TITLE: Instructional Assistant
DEPARTMENT: Student Services **EFFECTIVE DATE:** Immediately

POSITION SUMMARY

Special education paraprofessionals assist students with special needs under the direction of a certified teacher. Paraprofessionals generally work in a class room all day, but may serve as a one-on-one, transitioning and supporting students in common areas of the building. The special education paraprofessional assists the teacher in general daily classroom activities, helps students with special needs, and cares for their physical, social-emotional wellness, health and safety; affirming their abilities, striving to promote dignity in all relationships.

One of the primary job functions of a special education aide is to provide support to the teacher in a classroom setting. Though the other duties of an aide may vary depending on the needs of the students, all aides can expect to work directly with teachers on tasks like lesson preparation, materials and paperwork. The nature of working with special needs students requires aides to calmly handle difficult and stressful situations daily. In addition to compassion, patience, and understanding, aides must be able to easily adapt and closely listen to detailed instructions provided by teachers, since numerous teaching methods are used in special education classrooms. Organization and initiative are necessary, as well as above-average communication skills—including speaking and writing skills. Knowledge of different cultural backgrounds is a plus, especially if an aide plans to work in an urban area. Experience with medical equipment such as wheelchairs, braces, feeding tubes, diapers, translation tools, catheters, tracheal tubes, and hygiene products could be needed.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Building Principal/Director of Student Services **Supervises:** N/A

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assisting students in achieving academic success.
2. Working with students who may be dysregulated in class.
3. Behavior support which includes physical management (training provided upon hire).
4. Personal care, social integration and being proactive in matters relating to health and safety.

4. Special ed aides are also relied on to help students in the classroom with physical requests, such as eating, grooming, and toileting.
5. Most importantly, aides ensure a safe environment and prevent students from hurting themselves or others.
6. Other duties as needed could include preparation of classroom materials, lunch or bus duty, meetings, conferences with parents, or one-on-one tutoring.
7. Consultation and collaboration with Special Education and related service staff, as well as coordinator.
8. Assist in the lunchroom supervision.
9. Support the Mission Statement of Elementary School District 159.
10. Behave and speak in a professional manner at all times.
11. Set a good example in terms of dress, punctuality, and attendance.
12. Attend staff and team meetings.
13. Any and all other duties as may be assigned per the ESD 159 Policy and Procedure Handbook and Evaluation Plan.

QUALIFICATIONS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- High School Diploma or equivalent.
- Minimum of 2 years of college experience.

CERTIFICATES AND LICENSES:

- Must possess a valid First Aid Card, CPR Certificate, and CPI card.
- Must possess a valid Illinois Paraprofessional Educator License

MATHEMATICAL SKILLS:

- Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.
- **LANGUAGE AND WRITING SKILLS:**
- Ability to read and interpret documents such as safety rules, IEP's, lesson plans, and another classroom procedure manual. Must be able to write complete and grammatically correct English sentences.
- **REASONING ABILITY:**
- Ability to independently problem-solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.
- **PHYSICAL DEMANDS:**
- 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. Ability to supervise children, maintain effective working relationships with children and staff. 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 continuously required to sit and occasionally required to walk or stand. The employee will frequently bend or squat, twist at the neck and trunk while performing the duties of this job. The employee frequently uses hands to write notes and documentation, and is continuously monitoring students on the job. The employee must occasionally lift and/or move up to 75 pounds such as students. Specific vision abilities required by this job include distance and close vision, color vision, depth perception and peripheral vision.
- The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with the public and other workers. The employee has direct responsibility for the safety and well-being of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.
- **CLEARANCES:**
- Criminal Justice/Fingerprint Clearance
- TB Clearance
- **SALARY/HOURLY PAY: Based upon Support Staff Agreement**

- The salary for this position will be in accordance with the salary schedule in the support contract.

WORK ENVIRONMENT AND CONDITIONS

Work environment characteristics and 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.

Elementary School District 159 is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexualorientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

TERM OF EMPLOYMENT:

10 Months

EVALUATION:

Performance will be evaluated in accordance with Board policies and procedures on the evaluation of professional staff.