

Elmhurst CUSD 205

Educational Assistant Special Education - (District Wide)

Department: Student Services

Supervisor: Assistant Principal

FLSA Status: Non-Exempt

Position Type: PSRP

Classification: B

Summary

The Educational Assistant provides instructional and non-instructional support to students receiving special education services in a variety of settings including general education classrooms, special education classrooms, and community-based learning environments. Duties are assigned, directed, and supervised by certified staff (classroom teacher, case manager, related service providers). When primary student needs are met, the assistant may support other students as directed. The role requires strong collaboration, flexibility, and responsiveness to student needs.

Essential Duties and Responsibilities

- Maintain effective working relationships with classroom teachers and special education staff to support individualized goals, accommodations, and modifications designed by certified staff.
- Participate in all required district and school-based training and professional development.
- Model, positively reinforce, and assist in shaping desired student behaviors in accordance with Individualized Education Programs (IEPs), Behavior Intervention Plans (BIPs), and/or classroom expectations.
- Assist teachers/case managers with collecting data on student performance, behavior, and skill progress.
- Support establishment and maintenance of consistent classroom routines and expectations.
- Assist students—individually or in small groups—with lesson assignments to reinforce learning and access to curriculum.
- Monitor and assist students with behavior, transitions, and movement throughout the school environment and during community-based instruction.
- Provide support with Activities of Daily Living tasks that students are unable to perform independently, including but not limited to:
 - Toileting and/or diapering.
 - Feeding or assisting with eating needs.
 - Physical assistance with movement or mobility (after receiving required training from OT/PT staff).
 - Assistance with dressing and undressing for physical education.



- Assist students with the use of appropriate technology and adaptive devices.
- Communicate regularly with teachers regarding student progress; seek clarification when directions are unclear.
- Supervise students during arrival and dismissal; escort students to and from buses, vehicles, or designated areas.
- Operate district vehicle wheelchair lift equipment (vans or school-based lifts), following required training.
- Supervise and assist students during lunch, including while eating and during indoor/outdoor free time.
- Perform additional responsibilities assigned by the supervisor that are consistent with the scope of this position.

Supervisory Responsibilities

This job has no supervisory responsibilities. (Supervisory here refers to employee supervision, not student supervision)

Competencies

This role requires an individual who consistently measures their work against high standards of excellence and adapts effectively to changing priorities. They synthesize diverse information, using data, experience, and sound judgment to guide decisions, while identifying and resolving problems in a timely and thoughtful manner. Clear communication is essential, both orally and in writing, with attention to accuracy, organization, grammar, and appropriate formatting. The individual demonstrates dependability through consistent attendance, punctuality, meeting deadlines, and taking responsibility for their actions, while managing time and workload efficiently to produce high-quality work in a timely manner. They approach challenges with initiative and creativity, seek feedback, and engage in continuous learning to maintain strong job knowledge and effective use of required technology. Collaboration is central to their work, as they support team goals, and foster a positive and respectful environment that values diversity and cultural sensitivity. They address conflict calmly and objectively, act with integrity, adhere to policies, support organizational goals, and follow safety and security procedures. Professionalism is reflected in their appearance, conduct, and ethical decision-making, as well as in their ability to think strategically within the broader organizational context and adjust their approach as needed.

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

High school diploma or GED required

Experience

One to two years related experience and/or training; or equivalent combination of education and experience is preferred

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and effectively monitor student progress at the direction of the classroom teacher.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Excel and/or Google Sheets Spreadsheet software; Microsoft Word and/or Google Docs Word Processing software, and Gmail.

Certificates, Licenses, Registrations

At a minimum, the employee must hold and maintain a PARA License or equivalent through the Illinois State Board of Education (ISBE).

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. 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, talk, and hear. The employee is frequently required to walk, sit, and reach with hands and arms. The employee is occasionally required to use hands to finger, handle, or feel and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

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 can be frequently exposed to outside weather conditions. The noise level in the work environment can vary from moderate to loud.

Note on Role Variability

This position title covers Educational Assistants working across all levels, but job duties vary significantly by placement (Early Childhood, Elementary, Middle School, High School, Transition, Multi-Needs/ABC classrooms). The district may consider creating separate job descriptions to reflect differences in responsibilities, qualifications, and environments.