

FENTON COMMUNITY HIGH SCHOOL DISTRICT 100  
JOB DESCRIPTION

TITLE: 1:1 **TEACHER AIDE, SPECIAL EDUCATION**

REPORTS TO: Assistant Special Education Department Chair

JOB GOALS: To provide a well-organized, smooth functioning class environment in which students can take full advantage of the instructional program and available resource materials.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Assist with preparation of materials
2. Assist with clerical duties in the Special Education classroom and office
3. Assist with physical set-up of Special Education classroom
4. Dispense student reminders as assigned
5. Accompany, assist and monitor special students as needed in all areas of the school program outside the special classroom – 1:1 assistant duties
6. Communicate with teacher regarding students' progress/behavior
7. Exercise discretion in maintaining confidentiality
8. Performs other duties as assigned by the Special Education Coordinator/Assistant Special Education Department Chair

QUALIFICATIONS

To be considered for a position as a teacher assistant, applicants **MUST** meet the requirements for a Paraprofessional /Teacher Aide Statement of Approval issued by the DuPage County Regional Office of Education. A paraprofessional approval is obtained by providing the ROE with the following:

1. Complete ISBE Form 73-95 **AND**
2. Evidence of 60 hours of completed college level coursework along with a high school transcript **OR**
3. Hold an associate's or higher degree (official sealed transcripts required in all cases) **OR**
4. Completion of one of these tests: ETS Parapro or ACT Work Keys **OR**
5. Evidence that you have accumulated 300 Professional Training Points (PTPs)

For more information of these requirements, please see the following website:

[www.isbe.net/certification/html/paraprofessional.htm](http://www.isbe.net/certification/html/paraprofessional.htm).

Must also enjoy working with other, have the ability to develop a clear understanding of departmental function in relation to other aspects of the school system and possess sufficient language, mechanical, computational and clerical skills to monitor student behavior without supervision.