

JOB OPENING

Special Education Teacher Assistant East or West Leyden High School (multiple positions available)

Date: May 20, 2026

<u>AVAILABLE</u>	August 12, 2026
<u>SALARY</u>	\$20.15 / hour – Grade 4
<u>TERMS OF EMPLOYMENT</u>	10 Months. This is a union position.
<u>REQUIREMENT</u>	Must have a current ELS (Para) License or Professional Educator License
<u>HOURS</u>	35.0 hours per week 7:15 a.m. to 2:45 p.m. - or - 7:30 a.m. to 3:00 p.m.
<u>BENEFITS</u>	Insurance participation Paid holidays per union contract Paid sick leave days per union contract IMRF participation

See accompanying job description for details.

If you are interested, please complete an online application at www.leyden212.org.
Internal candidates apply by submitting a letter of interest and an updated resume to
Dr. Brian J. Mahoney, Assistant Superintendent of Human Resources.

Applications will be accepted until the position is filled.



Dr. Brian J. Mahoney, Ed.D.
Assistant Superintendent of Human Resources



LEYDEN
HIGH SCHOOL DISTRICT 212

Special Education Teacher Assistant

Assignment:	10-month IMRF
FLSA Status:	Not Exempt
Location:	East or West Leyden
Terms of Employment:	10-Month Year
Wages:	According to the Leyden Support Council Contract
Evaluation:	Board policy on Evaluation of Educational Support Personnel
Reports to:	Special Education Department Chairperson and Assistant Superintendent for Special Education and Student Services

Qualifications:

- Must have a current ELS (Para) License, Professional Educator License, Substitute License, or Short Term Approval.
- High school diploma or equivalent required.

Essential Job Functions:

- Speak clearly and understandably; write legibly and professionally.
- Work cooperatively and courteously with students, staff, and the public.
- Demonstrate effective tutoring and clerical skills.
- Bilingual communication skills (speaking and writing) preferred.
- Stand, walk (including up to one mile without rest), run, and climb stairs throughout the workday.
- Lift up to 50 pounds.
- Perform one- or two-person lifts and pivot transfers of adult-sized students.
- Assist with mobility and positioning devices.
- Supervise students engaged in functional and vocational activities (e.g., cooking, cleaning, computer use, completing job applications).
- Assist medically fragile students with sensitivity and care.

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- Provide personal care support, including toileting, diapering, bathing, grooming, feeding, and positioning.
- Visually monitor and survey areas for student supervision and safety.
- Remain flexible and adapt to changes in daily schedules.
- Meet daily attendance requirements and respond reliably to assigned duties.
- Demonstrate proficiency with email and basic computer functions to support student learning.
- Maintain strict confidentiality regarding student and staff information, including medical, behavioral, and disciplinary matters.
- Be vigilant about the safety and security of students, staff, and school property.

Performance Responsibilities

- Assist special education teachers in preparing instructional materials, testing accommodations, and student work as needed.
- Tutor students in all academic subjects in one-on-one or small group settings under teacher supervision.
- Support the integration of special education students in general education classrooms by assisting with learning activities and implementing positive behavior strategies.
- Escort and assist students throughout the building, including to and from bus loading zones, the lunchroom, physical education classes, field trips, and community-based learning experiences.
- Support students at job sites alongside job coaches as needed.
- Provide assistance with new student orientation and entry into the program.
- Help monitor and manage student behavior; assist in shared instructional duties.
- Record and track student work, assessments, and performance data using Google Docs, Sheets, or other digital tools.
- Ensure the safe evacuation of mobility-impaired students during emergency drills or events.
- Cover duties of other paraprofessionals during absences when required.
- Attend and participate in department meetings, professional development trainings, and assigned testing activities.
- Interact collaboratively with staff and communicate effectively regarding student needs and progress.
- Utilize a variety of computer applications including Microsoft Word, Excel, Google Docs, Google Calendar, and email.
- Program and support augmentative communication devices; create communication boards using Boardmaker; and develop individualized student schedules, worksheets, and instructional materials.
- Perform other duties and assignments as directed by special education teachers, the Special Education Department Chairperson, administrators, or the Educational Support Personnel Supervisor.

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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, sitting, standing, light lifting, filing, operate office machines and computers, communicate with staff and others. Occasional lifting, otherwise non-demanding physical office activities.

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 employee is directly responsible for the safety and well-being of students.

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 is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Reviewed and Agreed to by:

Employee Signature

Date

Revised: 6/4/2025

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Benefits Overview

Introduction & Eligibility

At Leyden High School District 212, we offer comprehensive and competitive benefits to eligible employees and their spouses/dependents, promoting happy and healthy lifestyles and a good work-life balance. Employees can enroll themselves and their spouses/dependents upon hire, during open enrollment, or after a qualifying life event.

This benefits overview outlines D212's benefits, including enrollment details and tips for maximizing your experience. Our program features medical, dental, and voluntary vision plans; flexible spending accounts; life insurance for you and your dependents; and optional voluntary benefits like Accident and Critical Illness.

D212 provides a flexible benefits package that can be customized to fit your needs. Some benefits are shared in cost with employees, and many are paid pre-tax, reducing your payroll taxes.

After your initial eligibility period, you can only make changes during annual enrollment or after a qualifying event, such as marriage, death, birth, or adoption.

Eligibility:

All employees working 30+ hours per week can participate in our benefits program; including medical, dental. Employees working 20–29 hours per week can participate in any of our voluntary benefit offerings.

You may cover yourself and eligible dependents, including your spouse and dependent children. Non-military dependents can be covered until age 26, regardless of residence or student status. Dependents who have served in the U.S. Armed Forces can be covered until age 30, but must reside in Illinois.

Insurance Benefits

Medical

Preferred Provider Organization (PPO) | BlueCross BlueShield of Illinois

A PPO plan offers the freedom to receive care from any in- or out-of-network doctor, specialist or hospital without a referral. You have a deductible to meet and once the deductible is met, coinsurance (or the cost share between you and the carrier) kicks in. The types of medical services that accumulate towards your deductible are inpatient hospital stays, outpatient surgeries, labs (blood work) and x-rays (MRIs, PET scans, CT scans, etc.). If you go to the doctor, see a specialist, utilize the ER or take a prescription drug, you'll pay a copay for those specific services. Copays do not accumulate towards your deductible but they do accumulate towards your overall out-of-pocket maximum.

BlueChoice Options (BCO) | BlueCross BlueShield of Illinois

With a three-tier plan, you have access to a large network of doctors and hospitals, but you also have the chance to save money by utilizing a smaller network.

Tier 1 offers the lowest out-of-pocket costs if using a contracted provider in the BlueChoice Options (BCO) Network. This network covers the Chicago Metro areas in Illinois with contracted providers in Cook, Lake, McHenry, DuPage, Kane, Grundy, Kankakee, Kendall and Will Counties. Be sure to check with BCBS to confirm your provider is participating in this network, or you may incur higher out of pocket expenses. Tier 2 has higher out-of-pocket costs, but is still considered in-network if you use a provider within the larger network. If you reside outside of Illinois, you will be covered at the Tier 1 benefit when you utilize a provider that participates in the Tier 2 network. It's important to check with the carrier if you live in close proximity to the Illinois border because this may not apply.

Healthcare Account (HCA) | BlueCross BlueShield of Illinois

D212 provides an HCA to all employees enrolled in the BCBS of IL Medical PPO Plan or the Medical BCO Plan. Every July 1st, \$300 is deposited into the employee's HCA and these funds can be used to satisfy your deductible or out-of-pocket costs. Any unused funds will be rolled over to the following plan year.

Dental

Preferred Provider Organization (PPO)

This type of dental plan allows the flexibility to select any dentist in-network or out-of-network. By staying in-network, the contract between your dentist and insurance carrier will make your annual benefit period maximum last longer.

Dental coverage focuses on preventive and diagnostic procedures in an effort to avoid more expensive services associated with dental disease and surgery. The type of service or procedure received determines the amount of coverage for each visit. Each type of service fits into a class of services according to complexity and cost.

Voluntary Vision

Vision insurance helps offset the costs of routine eye exams and also helps pay for vision correction eye wear, like eyeglasses and contacts, that may be prescribed by an eye-care provider.

By accessing in-network vision providers, you're able to reap the benefit of true vision insurance coverage. You're eligible for an eye exam and lenses or contact lenses every 12 months and frames every 24 months. Out-of-network providers will merely offer you an allowance towards your vision services.

Medical Plan Options – PPO & BlueChoice Options

	PPO		BlueChoice Options		
	PPO	Out-of-Network	BlueChoice Options	PPO	Out-of-Network
		Balance Billing May Apply***	Tier 1	Tier 2	Balance Billing May Apply***
Deductible					
Individual	\$300	\$300	\$300	\$600	\$1,200
Family	\$700	\$700	\$700	\$1,400	\$2,800
HCA (Healthcare Account)					
	\$300 (deposited every July 1st)		\$300 (deposited every July 1st)		
Coinsurance					
	100% / 80%	80% / 70%	100%	90% / 80%	60%
Out-of-Pocket Max					
Individual	\$400	\$2,400	\$400	\$2,400	\$4,800
Family	\$1,100	\$7,100	\$1,100	\$7,100	\$14,200
Physician Services					
	In-Network		In-Network		
Preventive Care**	Covered at 100%		Covered at 100%		
Primary Care Visit	80%*		100%*		
Specialist Visit	80%*		100%*		
Diagnostic Test (x-ray/blood work)	Covered at 100%		Tier 1: 100%* / Tier 2: 90%*		
Imaging (CT/PET scan, MRIs)	Covered at 100%		Tier 1: 100%* / Tier 2: 90%*		
Inpatient Hospital	Covered at 100%		Tier 1: 100%* Tier 2: 90%* (Physician Fee) & 80%* (Facility Fee)		
Emergency Room	\$150 copay/visit		\$150 copay/visit		
Urgent Care	Covered at 100%		Tier 1: 100%* / Tier 2: 80%*		
Pharmacy Copay (In-Network)^					
Separate Out-of-Pocket Maximum for Rx - Individual: \$750 / Family: \$2,250					
Retail (30 Days)	\$5 / \$20 / \$40		\$5 / \$20 / \$40		
Mail Order (90 Days)	\$10 / \$40 / \$80		\$10 / \$40 / \$80		
Specialty	\$150		\$150		

*Coinsurance percentage that applies for the insurance company after the deductible has been met

**Please review the BCBS of IL Preventative Care Guidelines; not all preventative care is eligible. Eligible services are based on age and gender and follow federal requirements.

^Pharmacy benefits are managed through CVS Caremark; not BCBS of IL

***The amount the plan pays for covered services is based on the allowed amount. If a provider charges more than the allowed amount, you may have to pay the difference.

Payroll Deductions – Total Monthly Cost	PPO	BlueChoice Options
Employee Only	\$222.74	\$209.59
Family	\$579.12	\$544.94

Dental & Voluntary Vision Plan Options

Plan Details	Dental – PPO
Network	Metlife PDP Plus
Individual Deductible	\$0
Family Deductible	\$0
Preventive Coinsurance	80%
Basic Coinsurance	80%
Major Coinsurance	50%
Annual Plan Maximum	\$2,000
Orthodontia Coinsurance (Child Only; to age 19)	50%
Orthodontia Lifetime Maximum (Child Only; to age 19)	\$800
Out-of-Network benefits are based on Reasonable & Customary Fees	

Plan Details	Voluntary Vision
Network	Metlife VSP Choice
Exam Copay	\$10
Material Copay	\$25
Exam Frequency	Every 12 months
Lenses Frequency	Every 12 months
Frames Frequency	Every 24 months
Out-of-Network benefits are based on reimbursement schedule	

Payroll Deductions – Total Monthly Cost	Dental PPO	Voluntary Vision
Employee Only	\$62.63	\$8.61
Family	\$160.63	\$20.22

Flexible Spending Account (FSA)

Accounts that allow you to save money on a pre-tax basis to pay for qualified medical, dental, and vision expenses, dependent care expenses, and transit and parking expenses you may incur throughout the year. The money you put into your FSA is done so on a pre-tax basis. This means you are lowering your taxable income and also not paying taxes when the money is used for qualified expenses.

You're eligible to contribute to a Health Care FSA, a Dependent Care FSA, a Transit and Parking FSA. IRS maximums apply. Funds must be used for qualified expenses to avoid penalty.

The maximum you can elect to contribute in 2026 is \$3,400 for Health Care FSA, \$7,500 for Dependent Care FSA, and \$340 for each Transit and Parking FSAs.

Other Benefits

Basic Life & Voluntary Life and AD&D Insurance

Basic Life Insurance helps ease your loved ones' financial burden. To support your family financially in the event of your death, D212 offers a basic life benefit. Full-time 12-month staff have a benefit amount of \$25,000, while full-time 10-month staff have a benefit amount of \$20,000.

The cost of the basic life benefit is 100% paid for by the company.

If you need additional coverage, voluntary life and AD&D insurance is available with a variety of election amounts to choose from. This coverage can be extended to you, your spouse, and your dependents. Please note, this benefit is fully paid by you.

Voluntary Life and AD&D Insurance			
	Employee	Spouse	Child
Benefit	Increments of \$10,000	Increments of \$5,000	Increments of \$5,000
Maximum Election	Up to \$500,000	Up to \$50,000	\$5,000
Guarantee Issue*	\$150,000	\$20,000	\$5,000

*Guarantee Issue applies to new hires only

Voluntary Accident

This policy helps cover out-of-pocket accident costs by paying benefits for each covered injury and treatment, and it pays in addition to any medical plan.

Covered Accident	Associated Payout
Emergency Room Visit	\$150
Initial Hospital/ICU Admission	\$1,200 / \$2,000
Hospital/ICU Confinement	\$250 / \$500 per day
Fractures & Dislocations	Up to \$5,000

Voluntary Critical Illness

Critical illness insurance offers a lump sum cash benefit if you or a loved one is diagnosed with a covered condition like heart attack, stroke, or cancer. It provides financial support to focus on recovery and pays benefits independently of your medical plan.

	Employee	Spouse	Child(ren)
Coverage Increments	\$10,000	\$5,000	\$2,500
Maximum Benefit Amount	\$20,000	\$20,000	\$10,000
Guarantee Issue Amount	\$20,000	\$10,000	\$10,000
Benefit Reduction Schedule	65% of the original amount at age 65 50% of the original amount at age 70		None

See policy for additional benefits, policy conditions, and limitations.

Supplemental Life and Dependent Life and AD&D rates, Voluntary Accident, and Voluntary Critical Illness rates will be calculated based on your demographics when enrolling in Employer Navigator.

Carrier Information

Medical Plans	
Carrier	BlueCross BlueShield of Illinois
Website	www.bcbsil.com
Phone Number	See ID Card

Dental & Vision	
Carrier	MetLife
Website	www.metlife.com/mybenefits
Phone Number	(800) 275-4638

Basic Life & Voluntary Life AD&D	
Carrier	BlueCross BlueShield of Illinois
Website	www.bcbsil.com/ancillary
Phone Number	(800) 778-2282

Prescription Drugs	
Carrier	CVS Caremark
Website	www.caremark.com
Phone Number	(866) 526-9092

Flexible Spending Accounts	
Carrier	Flex
Website	www.myflexaccount.com
Phone Number	(866) 472-5351

Voluntary Accident & Critical Illness	
Carrier	BlueCross BlueShield of Illinois
Website	www.bcbsil.com/ancillary
Phone Number	(800) 778-2282



NOTE: This Benefits Summary is merely intended to provide a brief overview of your employer's employee benefit programs. Employees should review the employee handbook and actual plan documents for the precise terms of such programs. In the event of any inconsistency between this Benefits Summary and such governing documents, the governing documents will control. Your employer reserves the sole and absolute discretion and right to interpret, apply, amend, discontinue or terminate, without prior notice, any and all of the benefit programs referenced herein. Voluntary plans are individual policies and are not considered sponsored or endorsed plans by your employer. See a benefit counselor for your customized quote for any additional benefit programs.