



JOB DESCRIPTION

TITLE: INSTRUCTIONAL ASSISTANT (Transition Center)

QUALIFICATIONS:

- Valid Illinois SEL license - registered in Lake County, IL (region 34).
- Excellent oral, written, and organizational skills.
- Ability to build and maintain professional relationships with students, staff, and the members of the community.

JOB GOAL:

To provide scaffolded support to Transition Center participants in the Transition Center and in community-based locations focused on vocational skills, life skills and independence. The employee will work collaboratively with certified staff, administrative staff, vocational setting employees, agencies and families.

REPORTS TO: Transition Center Coordinator

SUPERVISES: This position does not supervise other staff members.

PERFORMANCE RESPONSIBILITIES:

- At the direction of the certified staff member, administers, scores and records assessments/evaluations for individual participants.
- Works with individual participants or small groups of participants to reinforce learning of material or skills in the classroom, community, and/or vocational setting as directed by certified staff.
- Assists certified staff in devising special accommodations for reinforcing material and/or skills based on a sympathetic understanding of individual participants needs: strengths, preferences, interests and goals.
- Assists certified staff with the oversight of participants during instructional time, emergency drills, within the community setting and supervision at the lunch hour.
- Provides support throughout classroom/community lessons, assessments/evaluations and vocational tasks.
- Serves as a liaison between participants, parents, certified staff, and work-related/vocational setting employees to improve participant performance, problem resolution, and appropriate behavior.
- Checks notebooks, participant work, supervises testing as assigned by certified staff or as determined in the Individualized Education Plan.
- Alerts certified staff to any problem or special information about an individual participant.
- Serves as the primary source of information and assistance to any substituted assigned in the absence of a teacher.
- Maintains a high level of ethical behavior and confidentiality of health and academic information regarding participants.
- Participants in "in-service" training programs as assigned.
- Supports the vocational training for on-site and community work-related learning sites as directed by the Transition Coordinator and learning site manager.
- Assists participants with toileting and/or personal hygiene, mobility, and feeding as necessary in the school and/or community settings.
- As necessary, assists participants to ensure their medical and /or behavioral safety.

- Collaborates with certified staff with the completion of necessary documentation including but not limited to DRS data, transportation forms, participant data, and instructional/vocational correspondence.
- Other duties as assigned by supervisor.

TRAVEL

REQUIREMENTS: The individual will need to provide own transportation to district.

OTHER SKILLS

AND ABILITIES: Ability to keep regular schedules and perform special tasks as assigned. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and board policies.

SALARY: Salary determined by collective bargaining agreement between the Mundelein Educational Support Association and the Mundelein Consolidated School District 120 Board of Education.

TECHNICAL

SKILLS: The individual must be proficient in computer usage, word-processing, spreadsheets, presentation and other school-based software.

PHYSICAL

REQUIREMENTS: The individual must be able to stand for long periods of time, be mobile to move from one place to another, stoop, bend and able to lift up to 30 pounds.

TERMS OF

EMPLOYMENT: 10-month/school year position.

APPROVED BY
THE BOARD OF

EDUCATION: TBD

FLSA STATUS: Non-Exempt