



## Teaching Assistant (TA) Job Description

**Reports to:** Executive Director or Assistant Directors

**Contract Length & Wage Status:** 10 months with an annual salary based on the MVSEA salary schedule

**Qualifications/Previous Experience:**

- High School Diploma or Equivalent
- Illinois Licensure: Paraprofessional or Substitute
- Experience working with children with a wide range of abilities
- Excellent organizational, communication, and interpersonal skills

**Key Responsibilities:**

- Reinforce appropriate student behavior and promote student interests and abilities to contribute to a positive instructional/learning environment.
- Be aware of student health care needs, medical services plans, interventions, and emergency response.
- Assist the teacher(s) in instructional activities, assistive technology use, and supervision of students, as requested.
- Monitor the progress of students as directed.
- Implements classroom and behavior management routines for students in alignment with program expectations, as directed
- Be aware of student educational and behavioral goals, and gather data as directed
- Assist students in developing age-appropriate social skills and behaviors relating to peers and adults
- Maintain a positive working relationship with teachers and program administrators
- Provide clerical support to the classroom team as needed

**Professionalism:**

- Works cooperatively with administrators, consultants, community members, district liaisons and team members
- Provides feedback and effectively communicates with students and parents
- Follows Board of Education, district, and building guidelines and procedures
- Maintains a high level of integrity, fairness, ethical behavior, and confidentiality of information regarding students, personnel, and all job-related matters
- Punctual, dependable & dedicated to providing a high-quality program
- Demonstrates flexibility and teamwork by completing other tasks as assigned

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment, including personal computers and peripherals

**Posture:** Frequent sitting and standing, bending/stooping, transitioning from floor to standing, pushing, pulling, and twisting

**Vision:** The abilities required for this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

**Motion:** Frequent movement throughout the work environment, repetitive hand motions, frequent keyboarding, use of a mouse, and occasional reaching

**Lifting:** Ability to lift up to 35 pounds

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Ability to solve complex problems in situations where only limited standardization exists; ability to interpret instructions provided in written and oral form; ability to work with frequent interruptions and maintain emotional control under stress.

*\*The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable an employee with a disability to perform the essential functions.*

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Permanent Substitute Teachers will be evaluated annually for potential placement as classroom special education teachers as openings occur.

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_