



Cook County School District 88

Bellwood, Illinois

Department of Human Resources

Job Description

Job Title: Teacher Assistant (Special Education)

Reports To: Building Principal

Salary Range: \$17.25-\$21.76

FLSA Status: Non - Exempt

Terms of Employment: School Year

Benefits: Sick and Personal Days

Position Summary: To assist the teacher to achieve individual student goals and objectives by working with the assigned student or small groups to help them achieve the skill levels of the class as a whole.

Minimum Qualifications:

- **Education:** Associate degree or 60 credit hours from accredited College or University
- **Experience:** Ability to work cooperatively and collaboratively with others, demonstrate self-discipline and initiative. Follow state and district guidelines.
- **License:** Paraprofessional or Substitute Teaching certificate from the Illinois State Board of Education

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be provided to enable a qualified individual with a disability to perform essential functions.

1. Work with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
2. Assist the teacher in devising special strategies for reinforcing specific skills.
3. Discusses assigned teaching area with classroom teacher to coordinate instructional efforts.
4. Prepares lesson outline and plan in assigned area and submits outline to teacher for review. Utilizes grading patterns that are fairly administered and based on identified criteria.
5. Prepares, administers, and grades examinations.
6. Assists students, individually or in groups., with lesson assignments to present or reinforce learning concepts.
7. Assist the teacher with the supervision of students during emergency drills, assemblies, play periods, media center, and field trips
8. Assist the teacher in keeping bulletin boards and other classroom learning displays up to date: Duplicate materials assigned by the teacher.
9. Perform various clerical tasks such as correction of papers, recording of grades, maintaining files, and preparing chalk/bulletin boards as assigned by the teacher.

10. May be required to assist in the supervision of students at recess, lunch and bus arrivals and departures; escort and/or remain with classes in Art, Music and Physical Education as requested.
11. Serve as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
12. Participate in in-service training programs.
13. Maintain a high level of ethical behavior and confidentiality of information about students.

ONE - ON - ONE ASSIGNMENTS ONLY:

1. Work with one student on a one-on-one basis in carrying out activities that have been initiated by the student's I.E.P (Individual Educational Plan).
2. Assist student with Physical needs.
3. Operate and care for equipment used in the classroom for instructional purposes.
4. Help student master equipment or instructional materials.

WORKING CONDITIONS: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Subject to stress caused by a changing environment, tight deadlines and heavy workload.
- Frequent use of electronic mail.
- Accidents improbable outside of minor injuries, such as cuts, scrapes, or bruises.
- No exposure to chemical or health hazards.
- Primarily require working indoors in environmentally controlled conditions.
- Normal effort or occasional periods of light physical activity.

Terms of Employment: School Year

Five and one half (5.5) hours per day

60 unpaid minutes for lunch k-6

30 unpaid minutes for lunch 7-8

Elementary Buildings: 8:30 a.m. - 3:00 p.m.

Middle School: 8:00 a.m. - 2:00 p.m.

Evaluation: Performance of this job will be evaluated in accordance with the provisions set forth in the Classified Staff Collective Bargaining Agreement.

This is not necessarily an exhaustive or all- inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.