TITLE: STUDENT SERVICES TEACHER ASSISTANT

LOCATION: DISTRICTWIDE

QUALIFICATIONS:
1. Must hold a valid Illinois Educator License with Stipulations Endorsed as a Paraprofessional Educator or a valid Illinois Educator License.
2. Ability to establish and maintain effective working relationships with all staff, students and the public.
3. Ability to operate and effectively utilize technology equipment related to the position.
4. Demonstrate proficient use of the English language in written and oral forms.
5. Proof of a physical examination within the last 90 days and comply with other background checks as required by the Illinois State Board of Education.

REPORTS TO: The Student Services Teacher Assistant receives guidance from the classroom teacher, Learning Behavior Specialist, and/or Related Services Professionals and reports to the Director of Student Services and/or designee.

PURPOSE OF JOB: To provide support to individual and/or small groups of students enabling them to receive greater benefit from the district's instructional program

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:
1. Under the supervision of the teacher, work with individual or small groups of students to reinforce academic, social-emotional, and functional skills initially introduced by the teacher and/or related services professionals.
2. Provide instructional support as directed by the teacher or Learning Behavior Specialist, including modifying instructional materials, distributing and collecting materials, checking assignments, supervising testing, and guiding independent study, enrichment work, and remedial work assigned by the teacher.
3. Assist with the supervision of student(s), including during arrival and departure of students, in-school transitions, emergency drills, assemblies, lunchtime/recess, trips to the office, nurse, Learning Center or field trips.
4. Support established classroom and behavior management procedures.
5. Maintain a high level of ethical behavior and confidentiality of information about students.
6. Establish a positive and supportive relationship with the student(s) which encourages independent functioning rather than dependency.
7. Response to student misbehavior is both preventative and appropriate and teacher assistant recognizes the impact of their own behavior on students.
8. Participate in staff development training programs as assigned.
9. Perform other tasks and responsibilities assigned by the supervisor.

WORKING ENVIRONMENT:
The usual and customary methods of performing the job’s functions generally require the following physical demands: some lifting, carrying, pushing and/or pulling: some stooping, kneeling, and/or crouching; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. This job is performed in a generally clean and healthy indoor environment with work inside about 85% of the time and work outside about 15% of the work schedule. The employee must be able to withstand daily exposure to adverse outdoor weather conditions during arrival, departure, and recess supervision.

TERMS OF EMPLOYMENT:
1. 7.5 hours / day
2. 182 days / year
3. Teacher Assistant Salary Matrix