

EDUCATIONAL ASSOCIATE / TEACHER AIDE / PARAPROFESSIONAL

Associate roles might be specified as Special Education Associates, One to One Special Education Associates, Building Associates, Reading Associates, ELL Associates, Bilingual Associates, Educational Life Skills Associates, and Early Childhood Associates, among others. Please review the responsibilities below for more information.

PURPOSE: To work with staff to provide support for students in the educational process and contribute positively to the school community.

REPORTING RELATIONSHIPS: This position is directed on a daily basis by a supervising teacher or staff member. Educational Associates are evaluated annually by a building administrator with input from the supervising teacher or staff member.

GENERAL RESPONSIBILITIES FOR ALL ASSOCIATES (EARLY CHILDHOOD, CLASS ASSOCIATES):

- Assist students with daily lessons, projects and homework on an individual or small group basis in subject areas: reading language arts, English as a second language, remedial math, technology, and/or special education classes
- Monitor students' behavior
- Maintain confidentiality
- Communicate with classroom teacher and/or special education teacher
- Documentation of student progress as directed by the supervisor. May include providing or gathering input for reports to parents, therapists, and/or other staff on a daily, weekly and/or monthly basis
- Assist in the periodic (formal and informal) assessment of students
- Supervise students during lunch, recess, and/or before or after school as directed by supervisor or building administrator
- Assist in the organization and duplication of materials
- When need arises, educational associates, meeting the State of Illinois substitute certification requirements, may be asked to serve temporarily in the capacity of a substitute teacher for a full or half day
- Other duties as assigned by supervisor

SPECIAL EDUCATION ASSOCIATE (Program/Team Associate)

The primary role is to assist in facilitation of a well-organized, smoothly functioning educational environment where students with disabilities can take full advantage of the instructional program, available resource materials, and opportunities for socialization. This includes help with daily lessons, and projects on an individual and/or group basis.

ADDITIONAL RESPONSIBILITIES

- Support curriculum and instruction as outlined by the supervisor (i.e., implement instructional strategies, assist in the preparation of student materials)
- Assist supervising teacher with classroom activities and/or behavior management, as directed by the teacher or student services administrator
- Work collaboratively with supervisor and team
- Build and maintain effective communication
- Attend to specific needs of the assigned students which may include transfers, toileting and feeding

ONE TO ONE (1:1) SPECIAL EDUCATION / INSTRUCTIONAL LIFE SKILLS (ILS) ASSOCIATE

The primary role is to assist in the facilitation of a well-organized, smoothly functioning educational environment where a student with a disability can take full advantage of the instructional program, available resource materials, and opportunities for socialization. This includes help with daily lessons and projects on an individual or group basis.

ADDITIONAL RESPONSIBILITIES:

- Support curriculum and instruction as outlined by the supervisor (i.e., implement instructional strategies, assist in the preparation of student materials...)
- Assist supervising teacher with classroom activities and/or behavior management, as directed by the teacher or student services administrator
- Supervise student during lunch, recess, or before or after school as directed by the supervisor
- Work collaboratively with supervisor and team
- Build and maintain effective communication
- Attend to the specific needs of the assigned student which may include transfers, toileting and feeding
- Assist with the operation and care of specialized equipment
- Use direct behavior or crisis intervention techniques as instructed and directed by the supervising teacher
- Assist with various computer applications as trained

BUILDING ASSOCIATE (*Learning Center, Technology*)

The primary role is to assist in facilitation of a well organized, smoothly functioning Learning Resource Center where all members of the learning community can take advantage of the resource materials available as part of the instructional program.

ADDITIONAL RESPONSIBILITIES

- Assist with various computer applications, minor repairs and maintenance of computers (tech)
- Assist in the circulation of books and materials including renewal, reserve, and overdue issues
- Maintain collection by shelving materials, and keeping collection in order
- Processes all library materials
- Assist in the inventory process
- Assist students and staff in the location and use of LRC resources
- Assist the LRC Director and/ or other staff and students with student activities and projects in the LRC
- Assist in maintaining the online library database

READING ASSOCIATE – TITLE I READING ASSOCIATE

The primary role is to assist in the facilitation of a well-organized, smoothly functioning educational environment of the reading program and available reading resource materials.

ADDITIONAL RESPONSIBILITIES

- Organize and implement daily lessons and projects on an individual and/or group basis under the supervision of the building reading specialist and/or building administrator
- Collaborate with classroom teachers under the supervision of the building reading specialist and/or building administrator
- Assist in the periodic reading assessment of students under the supervision of the building reading specialist and/or building administrator

ELL (English Language Learner) ASSOCIATE:

The primary role is to assist in facilitation a well-organized, smoothly functioning educational environment where students that speak another language other than English can take full advantage of the instructional program, available resource materials, and opportunities for socialization. This includes help with daily lessons, and projects on and individual or group basis.

ADDITIONAL RESPONSIBILITIES

- Support curriculum and instruction as outlined by the supervisor (i.e., implement instructional strategies, assist in the preparation of student materials...)
- Assist supervising teacher with classroom activities and/or behavior management, as directed by the teacher or student services administrator
- Work collaboratively with supervisor and team
- Build and maintain effective communication
- Translate and interpret as appropriate during school hours

QUALIFICATIONS & EXPERIENCE:

- 30 hours of college credit for all associates other than Title I/Reading
- 60 hours of college credit for Title I/Reading Associates
- Illinois Paraprofessional License, Substitute Teaching License, or Professional Educator License
- One year experience preferred
- Excellent interpersonal and communication skills
- Student-centered
- Experience working with children helpful, evidence of patience and flexibility
- Strong computer skills for related assignments
- Ability to honor confidential information
- Ability to work collaboratively with others with a minimum of supervision
- Knowledge of second language for ELL position

TERM OF EMPLOYMENT: School Year (10-months)

PHYSICAL DEMANDS: This position requires the physical ability to work with students and safely monitor their activities in classrooms, learning centers, cafeterias, playgrounds, etc. which might include sitting on the floor, using gym equipment, climbing steps and ladders, pushing student wheelchairs, and lifting/transferring students.