

*COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
Elk Grove Township Schools*

ASSIGNMENT: Special Education Assistant

GROUP: ESP

DEPARTMENT: Educational Services

FLSA STATUS: Non-Exempt

LICENSE REQUIREMENT: Illinois State Board of Education Educator License with Paraprofessional Approval (ELS-PARA License).

TERMS OF EMPLOYMENT: 10-Month

REPORTS TO: Building Principal

JOB GOAL (PURPOSE/OBJECTIVE): To enhance student learning by providing individual instruction to students under the guidance of the classroom teacher, to assist in supporting and directing age-appropriate activities of children, to support other staff with assigned activities, and assist in maintaining a clean and safe classroom environment for the students.

QUALIFICATIONS:

1. Must have previous experience working with children
2. Must be able to work effectively and demonstrate exemplary interpersonal skills in dealing with staff, students, and parents
3. Ability to work effectively with students and adapt to various subject matters
4. Ability to work cooperatively with other staff members and to follow directions from supervising teachers
5. Must be able to project a positive image of the district to the students, parents, and staff as well as develop positive employee attitudes
6. Ability to carry out any special skills that may be required by the students, i.e., toileting assistance, behavior management and lifting
7. Must have the ability to travel to/from various locations in the district as needed

PERFORMANCE RESPONSIBILITIES:

1. Modification of instructional strategies.
2. Communication with mainstream teachers.
3. Development of management plans.
4. This list of essential functions is not exhaustive and may be supplemented as necessary by the principal.
5. Creating instructional aids for students.
6. Implementing behavioral charts.
7. This list of essential functions is not exhaustive and may be supplemented as necessary by the principal.
8. Small group instruction i.e.- reading, math
9. Providing assistance with social skills
10. Additional classroom support to teachers
11. On task instructional plans
12. This list of essential functions is not exhaustive and may be supplemented as necessary by the principal.
13. Providing emotional support

14. Multitasking according to needs and levels of students
15. Assisting students in various settings i.e.- multiage-classrooms
16. Implementing, mainstreaming and inclusion plans
17. Communication between special education and mainstreaming teachers, i.e.- IEP, and families
18. This list of essential functions is not exhaustive and may be supplemented as necessary by the principal.
19. Toileting
20. Assisting with medical issues
21. Lunch and recess duty
22. This list of essential functions is not exhaustive and may be supplemented as necessary by the principal.
23. Assess IEP success with teachers
24. Implement appropriate assessments
25. This list of essential functions is not exhaustive and may be supplemented as necessary by the principal.

CORE COMPETENCIES

- Highly ethical and able to maintain confidentiality.
- Demonstrates professional conduct at all times.
- Committed to continuous improvement and data based decision-making.
- Displays quality work through accuracy and attention to detail.
- Effective written, verbal, and technology based communication skills.
- Works effectively and productively as a member of a team.
- Exhibits a service orientation.
- Demonstrates technology skills as required by job responsibilities.
- Excellent attendance and punctuality.

Physical Activity Requirements

- Routine physical activity associated with normal school environment.
- While performing the duties of this job, the employee is regularly required to speak and hear to exchange information.
- The employee is frequently required to stand and walk. The employee is occasionally required to sit; climb and balance; bend at the waist, stoop, kneel, and perform work which involves occasional lifting, pushing and or pulling of objects up to 20 lbs.
- Specific vision abilities required by this job include close visual acuity, preparing and analyzing data, viewing computer, extensive reading.

EVALUATION: Principal with input from the supervising teacher