



Special Education Teacher Assistant

Assignment:	10-month IMRF
FLSA Status:	Not Exempt
Location:	East or West Leyden
Terms of Employment:	10-Month Year
Wages:	According to the Leyden Support Council Contract
Evaluation:	Board policy on Evaluation of Educational Support Personnel
Reports to:	Special Education Department Chairperson and Assistant Superintendent for Special Education and Student Services

Qualifications:

- Must have a current ELS (Para) License or Professional Educator License.
- High school diploma or equivalent required.

Essential Job Functions:

- Speak clearly and understandably; write legibly and professionally.
- Work cooperatively and courteously with students, staff, and the public.
- Demonstrate effective tutoring and clerical skills.
- Bilingual communication skills (speaking and writing) preferred.
- Stand, walk (including up to one mile without rest), run, and climb stairs throughout the workday.
- Lift up to 50 pounds.
- Perform one- or two-person lifts and pivot transfers of adult-sized students.
- Assist with mobility and positioning devices.
- Supervise students engaged in functional and vocational activities (e.g., cooking, cleaning, computer use, completing job applications).
- Assist medically fragile students with sensitivity and care.

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- Provide personal care support, including toileting, diapering, bathing, grooming, feeding, and positioning.
- Visually monitor and survey areas for student supervision and safety.
- Remain flexible and adapt to changes in daily schedules.
- Meet daily attendance requirements and respond reliably to assigned duties.
- Demonstrate proficiency with email and basic computer functions to support student learning.
- Maintain strict confidentiality regarding student and staff information, including medical, behavioral, and disciplinary matters.
- Be vigilant about the safety and security of students, staff, and school property.

Performance Responsibilities

- Assist special education teachers in preparing instructional materials, testing accommodations, and student work as needed.
- Tutor students in all academic subjects in one-on-one or small group settings under teacher supervision.
- Support the integration of special education students in general education classrooms by assisting with learning activities and implementing positive behavior strategies.
- Escort and assist students throughout the building, including to and from bus loading zones, the lunchroom, physical education classes, field trips, and community-based learning experiences.
- Support students at job sites alongside job coaches as needed.
- Provide assistance with new student orientation and entry into the program.
- Help monitor and manage student behavior; assist in shared instructional duties.
- Record and track student work, assessments, and performance data using Google Docs, Sheets, or other digital tools.
- Ensure the safe evacuation of mobility-impaired students during emergency drills or events.
- Cover duties of other paraprofessionals during absences when required.
- Attend and participate in department meetings, professional development trainings, and assigned testing activities.
- Interact collaboratively with staff and communicate effectively regarding student needs and progress.
- Utilize a variety of computer applications including Microsoft Word, Excel, Google Docs, Google Calendar, and email.
- Program and support augmentative communication devices; create communication boards using Boardmaker; and develop individualized student schedules, worksheets, and instructional materials.
- Perform other duties and assignments as directed by special education teachers, the Special Education Department Chairperson, administrators, or the Educational Support Personnel Supervisor.

“Doing what’s best for the kids.”

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, bend, write, type, speak, and listen. In addition, the employee may occasionally be required to bend, twist, reach and climb. Specific vision abilities required by this job include close, peripheral and distant vision. Ability to work in an office environment, sitting, standing, light lifting, filing, operate office machines and computers, communicate with staff and others. Occasional lifting, otherwise non-demanding physical office activities.

The noise level in the work environment ranges from quiet/moderate to loud. The employee is frequently required to interact with the other staff. The employee is directly responsible for the safety and well-being of students.

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Reviewed and Agreed to by:

Employee Signature

Date

Revised: 6/4/2025