



Special Education Teacher Assistant Job Coach

Assignment:	10-month IMRF
FLSA Status:	Not Exempt
Location:	Life Transition Center
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.
- Must possess a valid unrestricted driver's license
- Must possess and use own vehicle to transport self to numerous job sites (with district paid mileage reimbursement).

Essential Job Functions:

- Ability to stand, walk, run, and/or climb stairs throughout the workday.
- Ability to lift up to 50 pounds and perform one-person pivot and two-person lifts and transfers of adult-size students.
- Ability to assist students with mobility and positioning devices.
- Ability to perform personal care duties for students, including toileting, diapering, bathing, grooming, feeding, and positioning.
- Ability to visually monitor assigned areas and remain alert to student, staff, and school property safety.

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- Ability to speak clearly, write legibly, and communicate effectively and respectfully with students, staff, and families.
- Ability to collaborate effectively and courteously with students, staff, and administrators.
- Demonstrated ability to tutor students and support instructional activities.
- Demonstrated computer skills, including email and educational technology used to support student learning.
- Ability to maintain regular attendance and meet the physical demands of the position.
- Flexibility and dependability in adapting to daily changes or needs in classroom or student support.
- Must possess a valid, unrestricted driver's license.
- Bilingual speaking and writing skills preferred.
- Strong commitment to maintaining confidentiality regarding student and staff records, personal information, and any sensitive issues or disciplinary matters.

Performance Responsibilities

- Provide independent supervision, instruction, and training to students at various job sites.
- Set up job site tasks, evaluate student performance, and manage appropriate behavior in alignment with teacher or team guidance.
- Assist students with toileting needs as required on job sites.
- Collaborate effectively with job site personnel to support student success.
- Demonstrate clerical skills necessary to complete DORS billing, mileage forms, payroll records, and student work evaluation documentation.
- Utilize computer applications such as Microsoft Word, Excel, Google Docs, Google Sheets, Calendar, and Email to manage information and support student learning.
- Program and support the use of augmentative communication devices; create communication boards using Boardmaker software.
- Design and prepare individualized schedules, worksheets, and instructional materials using appropriate software.
- Collect, organize, and analyze student performance data to support instruction and reporting requirements.
- Serve as a substitute for other teacher assistants when needed.
- Attend scheduled department meetings and professional development training.
- Perform additional duties and special assignments as directed by a Special Education Teacher, Administrator, or the Educational Support Personnel Supervisor.

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.

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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 computer, 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: 06/05/2025

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