JOB DESCRIPTION

Title: Teaching Associate for Self Contained Special Education Classes

Primary Function:
(Job Goal)

To assist in establishing a well-organized, smoothly functioning educational environment in which students with and without disabilities can take full advantage of the instructional program, extra-curricular and co-curricular activities and other District resources.

Reports To:
(Accountability)

Assigned Special Education Teacher(s),
Building Principal.
Assistant Superintendent for Educational Achievement or designee

Qualifications:

- Awareness, interest and ability to work with a group of students with varied disabilities.
- Ability to work effectively with staff, parents and students.
- A Statement of Approval to work as a teacher assistant issued by the Illinois State Certification Board.
- Must be "Highly Qualified" under NCLB, by demonstrating …
    - The successful completion of sixty (60) semester hours of college or university coursework; or
    - Hold an Associate's (or higher) college degree.
- Demonstration of mastering 8th grade level academics by successfully passing the District's assessment of math and language arts skills.
- Ability to walk, run, bend, twist, turn, lift up to 25 lbs repeatedly, willingness and ability to perform diaper changes and assist with toileting.
- Knowledge of and ability to use the English language in conversation, in understanding directions, in writing.
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**Performance
Responsibilities:
(Essential Duties)**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assists assigned students with classroom activities under the direction of a certified teacher.

- Assists assigned students with instructional modifications recommended by a certified teacher or as they appear on the student's IEP.

- Checks notebooks, corrects papers and supervises testing and make-up work for assigned students.

- Assists assigned students with reading.

- Assists assigned students with drill work, guided practice, or other routine reinforcement activities for students individually or in small groups, as directed by the special education teacher.

- Sets up audio visual equipment and communicative devices needed by assigned students.

- Performs clerical work relevant to assigned students with disabilities, including assisting with daily charting of progress on academic and behavioral charts of students, as assigned by the special education teacher.

- Assists assigned students with dressing, undressing, feeding, toileting and health needs as necessary.

- Supervises the arrival and departure of assigned students each day, as directed by the special education teacher or Building Principal.

- Escorts students to and from washroom, classrooms, or other locations on or off school premises, as assigned by the special education teacher or Building Principal.

- Assists assigned students with lunch, snack and clean-up activities.

- Supervises students at lunch and recess/playground, as assigned by the special education teacher or Building Principal.

- Assists with the behavioral management system of students, as assigned by the special education teacher or Building Principal.

- Assists in the preparation of instructional materials, construction and/or room displays, as assigned by the special education teacher or Building Principal.

- Performs other tasks and assumes such other responsibilities as may be assigned from time to time.

Terms of Employment: 178 days

Evaluation:

Performance of this job will be evaluated with substantial input from **the teacher(s)** to whom you are assigned, in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

_____   _____
Employee Signature   Date   Supervisor Signature   Date

Copy to Employee and Supervisor