

ARLINGTON HEIGHTS SCHOOL DISTRICT 25
1200 South Dunton Avenue
Arlington Heights, Illinois 60005-3122

Job Description
Literacy Teaching Assistant

Purpose:

The job of the Literacy Teaching Assistant was established for the purpose(s) of working with individual and/or small groups of students under the supervision of a certificated teacher in the supervision and instruction of students; and assisting students by modeling the necessary skills to perform assignments.

Essential Functions:

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Administers tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the classroom or the building literacy teacher(s).
- Administers, scores, and records achievement and diagnostic tests/data recommended by the teacher.
- Assists students, individually or in groups, with lesson assignments for the purpose of presenting and/or reinforcing learning concepts.
- Implements, under the supervision of the teacher, instructional programs and lesson plans for the purpose of presenting and/or reinforcing learning concepts.
- Communicates with teachers and other district personnel for the purpose of assisting in evaluating students' progress.
- Monitors individual and/or groups of students in a variety of settings (e.g. rest rooms, playgrounds, hallways, bus loading zones, cafeteria, assemblies, field trips, etc.) for the purpose of maintaining a safe and positive learning environment.
- Promotes good study habits and student independence for the purpose of improving the quality of student outcomes.

Other Functions:

- Attends meetings and in-service presentations as assigned for the purpose of acquiring and/or conveying information relative to job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent job related software applications; and basic mathematical skills (e.g. add, subtract, multiply and divide in all units of measure using whole numbers, common fractions, and decimals; compute rate, ratio, and percent, draw and interpret graphs, etc.).

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of English grammar and punctuation; age appropriate activities; best practices in literacy instruction; and health and safety standards;.

Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; communicating with diverse groups; adapting to changing work priorities; working as part of a team; applying common sense understanding to carry out instructions; dealing with problems involving a few concrete variables in standardized situations; effectively presenting information in one-to-one and group situations to students; and working with frequent interruptions.

Working Environment:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. This job is performed in a generally clean and healthy indoor environment with work inside about 85% of the time and work outside about 15% of the work schedule.

Performance Responsibilities:

- Assists in the direct supervision of children in the assigned program as directed by the teacher or administrator (e.g. bus loading, classroom assignments, lunch, recess, etc.)
- Communicates to the certified teacher any problems or special information regarding students.
- Demonstrates understanding of students' literacy needs
- Demonstrates flexibility in schedule and activities throughout the day
- Demonstrates cooperation, openness for growth and willingness to contribute in a team approach
- Communicates, collaborates, and cooperates with colleagues, supervisors, and students
- Maintain confidentiality regarding all aspects of his/her work with children and other staff
- Maintains confidentiality regarding all aspects of his/her work
- Participates in all meetings, training programs, and in-service sessions as assigned by the building or district administrator
- Performs such other duties as may be directed by the building or district administrator

Education and/or Experience:

- Valid Illinois Paraprofessional Approval
- Ability to operate a computer and related software such as Microsoft Word, Excel, PowerPoint.
- Use of computers, PC and Mac.

FLSA Status: Non-Exempt

Employee Group: TCAP

Work Year: 10 month

Reports to: Building Principal or District Program Administrator

PHYSICAL DEMANDS

Strength and Endurance

Lifting	Occasional – less than 33%
Carrying	Occasional – less than 33%
Pushing	Occasional – less than 33%
Pulling	Occasional – less than 33%

Mobility

Standing	40%
Walking	40%
Sitting	20%

Coordination

Stooping	Frequent – less than 66%
Kneeling	Frequent – less than 66%
Crouching	Seldom – less than 5%
Crawling	Seldom – less than 5%

Upper Extremity

Reaching	Frequent – less than 66%
Handling	Frequent – less than 66%
Fingering	Frequent – less than 66%
Feeling	Frequent – less than 66%

Climbing and Balancing

Climbing	Seldom – less than 5%
Balancing	Seldom – less than 5%

Sensory – Talking

Ordinary	Constant – more than 66%
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Sensory – Hearing

Conversation	Constant – more than 66%
Other Sounds	Constant – more than 66%

Sensory –Vision

Acuity – Near	Constant – more than 66%
Acuity – Far	Constant – more than 66%
Depth Perception	Constant – more than 66%
Color Vision	Constant – more than 66%
Field of Vision	Constant – more than 66%

ENVIRONMENTAL CONDITIONS

Temperature and Moisture

Extreme Cold	Occasional–less than 33%
Extreme Heat	Occasional–less than 33%
Wet/Humid	Occasional–less than 33%

Noise and Vibration

Noise	Constant – more than 66%
Vibration	Seldom – less than 5%

Hazards

Mechanical	Seldom – less than 5%
Explosive	Seldom – less than 5%
Electrical	Seldom – less than 5%
Radiation Exposure	Seldom – less than 5%
Burn Exposure	Seldom – less than 5%
Other Hazards	Seldom – less than 5%

Atmospheric Conditions

Fumes Exposure	Seldom – less than 5%
Mists Exposure	Seldom – less than 5%
Odors Exposure	Seldom – less than 5%
Gases Exposure	Seldom – less than 5%
Dust Exposure	Seldom – less than 5%
Other Atmospheric	Seldom – less than 5%

Protective Clothing and Devices

Not Applicable

Work Environment

Inside	85%
Outside	15%

The Physical Demands described in this job description 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 essential functions.