

## **JOB DESCRIPTION**

**Title:** Special Education Teaching Associate

### **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.  
Special Education Coordinator

#### **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. If hired to provide nursing assistance to a student, possess a current license issued by the State of Illinois to work as a Certified Nurses Assistant, a Licensed Practical Nurse, or a Registered Nurse.
- 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; or
  - Successful pass the ParaPro assessment (ETS) or WorkKeys assessment (ACT)
- 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 special education teacher.
- Assists assigned students with instructional modifications recommended by a special education teacher and 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 and story telling.
- 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.

