STREATOR ELEMENTARY DISTRICT #44

Job Description

Special Education Teacher Aides

FLSA Status: Non-Exempt
Reports to: Building Principal

Effective: 2.19.19
Approved: LP

Position Objective:

The Special Education Paraprofessional s work to promote and support a well-organized, smoothly functioning classroom environment in which students can take full advantage of the instructional program and available resources. To provide immediate and direct support to the classroom teacher and student(s) in providing students' instructional programs.

Essential Functions:

- Contributes to a positive instructional/learning environment for students by reinforcing appropriate student behavior, promoting student interests and abilities
- Assists the teacher(s) in the instruction and supervision of students, as requested
- Monitor progress of students, as directed
- Provides instructional activities and assistive technology to meet the students' goals/objectives, to individuals, small groups or large groups of students, as directed
- Implements the classroom management system for students in alignment with expectations, as directed
- Assists teachers in providing behavioral support on an individual, small group, and/or classroom basis including the implementation of behavioral interventions and gathering of data
- Maintains records and reports regarding pupil progress in a timely manner, as directed
- Assists students in developing age-appropriate social skills and behaviors in relating to peers and adults
- In conjunction with classroom teacher, maintains cooperative, positive working relationships with parents, SES staff, and school district personnel, and community agencies
- Maintains ongoing appropriate and timely written and oral communication, when necessary
- Attends various school and program related meetings, when required
- Maintains appropriate communication with certified staff assigned to the classroom or program
- Works with general education staff to foster integration of special education students, when appropriate
- Participates in professional development activities in order to maintain and improve professional competence, as reasonably requested
- Participates in committees, when appropriate
- Supervises activities such as class/student projects, recreational activities, extra-curricular activities, community trips, social-curricular activities, arrival/departure routines, lunches, or electives, in school buildings, on school grounds, on school transportation, or in hallways, if appropriate

The above job description reflects the general requirements necessary to perform the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future and may be amended by the Board of Education as appropriate.

- Demonstrates problem-solving skills, flexibility, organizational skills, patience, creativity, flexibility, and receptivity to change
- Demonstrates the ability to function as a member of an educational team
- Maintains a high level of ethical behavior, confidentiality and student-focus
- Assists with physical restraint of students, when necessary
- Assists students with personal care, when necessary
- Maintains a positive working relationship with teacher and program administrators
- Provides relevant clerical assistance, when appropriate
- Demonstrates ethnic and cultural sensitivity and competence
- Demonstrates a genuine interest in the student population of the district

Additional Functions

- Perform other duties and tasks as assigned by the Building Principal.

Qualifications

- High School Diploma or GED
- Valid Driver's License
- State approved education license issued through the Illinois State Board of Education required (PARA, PEL, SUB, ELS-PEDU)
- Physically manage students, if necessary. Participate in CPI training, if required.

Competencies:

- Excellent organizational skills with strong attention to detail
- Proficient in typing, filing, copying and other clerical functions
- Proficient in standard office software applications, including Microsoft Word, internet usage, email usage, Microsoft Excel
- Excellent interpersonal communication skills. Able to communicate effectively with staff at all levels, students, parents, and the general public
- Ability to interact with children in a positive and nurturing manner
- Ability to multi-task while maintaining a calm and professional demeanor
- Ability to read, write and speak the English language
- Ability to assess and anticipate clerical tasks needed
- Understanding of school, district, and state rules and regulations regarding school operations

Working conditions:

- Mental Demands: calculating, comparing, evaluation, interpreting, organizing, consulting, analyzing, planning, documenting, specifying, coordinating, implementing, and presenting
- Physical Demands: bending, stooping, kneeling, twisting, reaching, sitting for prolonged periods of time, standing, walking, lifting a minimum of thirty pounds, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity
- Environmental Conditions: The work is performed primarily indoors; however, outside work is required on occasion. Travel between buildings may be a requirement

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Evaluation

- Performance of this job will be evaluated in accordance with the evaluation plan approved by the Board of Education and the Streator Education Association.

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