

SPECIAL EDUCATION EDUCATIONAL ASSISTANT (Classroom or Personal)

- QUALIFICATIONS:**
- Letter of approval from the State of Illinois (preferred)
 - 30 hours college credit (preferred)
 - Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal/Teacher

JOB GOAL: To work closely with one or a few handicapped pupils on a regular basis in an effort to provide them with the physical help and emotional support they need to gain full benefits from the district's special education program.

PERFORMANCE RESPONSIBILITIES:

1. Assists the student(s) to whom assigned in such physical tasks as putting on and taking off the outerwear, moving from room to room, and using the restroom.
2. Performs simple errands and tasks for student(s), such as sharpening pencils, carrying lunch trays, and the like.
3. Accompanies the student(s) to whom assigned when trips to the office or to the school nurse are necessary and assist with healthcare related needs.
4. Under supervision of the special education teacher, works with individual students or with small groups of students to reinforce material initially introduced by the teacher.
5. Hears the student(s) in recitation, reading, and other curriculum tasks, guiding and helping them but not teaching them.
6. Modify lessons, assignments and tests.
7. Checks notebooks, corrects papers and supervises testing and make-up work, student attendance, as assigned by the teacher.
8. Establishes as fully as possible a supportive and empathetic relationship with the student(s) without fostering or encouraging intense emotional involvement.
9. Serves as a resource person, if and when requested, to the student personnel evaluation team conferring about one of the students to whom assigned.
10. Supervision during instructional and non-instructional time.
11. Maintains the same high level of ethical behavior and confidentiality of information about students as expected of fully licensed teachers.
12. Participates in inservice training programs.

13. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.

BARGAINING UNIT POSITION: 180 DAYS. Salary and benefits commensurate with contractual commitments.

EVALUATION: Performance of this job will be evaluated in accordance with administrative procedures and established contractual protocols.