



## **Teaching Assistant (TA) Job Description**

### **Qualifications/Previous Experience:**

- High School Diploma or Equivalent
- Illinois Licensure: Paraprofessional or Substitute
- Experience working with children with a wide range of abilities
- Excellent organizational, communication, and interpersonal skills

### **Key Responsibilities:**

- Reinforce appropriate student behavior and promote student interests and abilities to contribute to a positive instructional/learning environment.
- Be aware of student health care needs, medical services plans, interventions, and emergency response.
- Assist the teacher(s) in instructional activities, assistive technology use, and supervision of students, as requested.
- Monitor the progress of students as directed.
- Implements classroom and behavior management routines for students in alignment with program expectations, as directed
- Be aware of student educational and behavioral goals, gather data as directed
- Assist students in developing age-appropriate social skills and behaviors relating to peers and adults
- Maintain a positive working relationship with teachers and program administrators
- Provide clerical support to the classroom team as needed

### **Professionalism:**

- Works cooperatively with administrators, consultants, community members, district liaisons and team members
- Provides feedback and effectively communicates with students and parents
- Follows Board of Education, district, and building guidelines and procedures
- Maintains a high level of integrity, fairness, ethical behavior, and confidentiality of information regarding students, personnel, and all job-related matters
- Punctual, dependable & dedicated to providing a high-quality program
- Demonstrates flexibility and teamwork by completing other tasks as assigned