

Teaching Assistant Job Description

Teaching Assistants in District #201 assist teachers in the performance of their responsibilities. Teacher assistants may be assigned as classroom/program assistants in a variety of instructional programs or as individual care assistants. These positions are under the supervision of the classroom teacher, Department Chair for Individualized Education, and administration. If a teaching assistant is assigned to an alternative school program, he/she is also under the supervision of the alternative school director. Additionally, teaching assistants are assigned to study hall and in-school detention under the supervision of administration. Some members of the group are hired exclusively as Campus Patrol and School Safety Officer. These duties are under the supervision of administration and have a separate job description attached.

Minimum Qualifications:

- Teaching assistants must have paraprofessional licensure through ISBE. The only exception is for those hired exclusively for campus patrol.
- Must be highly dependable.
- Must possess the ability to work well with students, staff, and parents.
- Must possess personal fitness sufficient to participate in: 1. Safe therapeutic physical restraint under the guidance of trained certified staff members, 2. Safe lifting and transferring of students when needed, and 3. Active physical interaction and supervision during instructional and recreational programming. These activities may occur on a regular and repetitive basis.

Essential Job Duties and Responsibilities of ALL Teaching Assistants:

- Demonstrate positive interpersonal relations with students.
- Demonstrate familiarity with specific student needs per their IEP; serve as a liaison with general education teachers as assigned.
- Work individually or with small groups under the direction of the certified teacher.
- Support students' specific learning needs and/or requests for assistance with academic tasks.
- Reinforce classroom/building rules as specified by the teacher/administration. This includes class and individualized behavior management plans.
- Assist in the supervision of students.
- Assist in maintaining the health and safety of all students.
- Assist in crisis intervention activities when necessary.
- Accompany students to other instructional areas as directed; including to and from the school bus.
- Reinforce good personal and social habits.
- Collect classroom data/information on student performance.
- Help prepare teacher-made materials.
- Perform clerical duties, including learning to operate any necessary technology.
- Accompany and supervise students during off campus activities.
- Provide supervision at assemblies and school-wide events.
- Engage in professional development activities as directed by supervisor.
- Maintain confidentiality at all times with regards to students and student information.
- Perform other duties as assigned by teacher or administrator.
- Those with working lunches will be responsible for students throughout the day.

Additional Job Duties Required of Individual Care Assistants:

- Assist in integration of students into general education classrooms.
- Maximize the student's school experience.
- Allow the student to function as independently as possible.
- Assist student with mobility as necessary.
- Assist with assistive technology and/or augmentative communication.
- Assist with student's physical care, which may require: 1. Lifting 3-4 times per day (up to 100 pounds), 2. Assisting with toileting, 3. Assisting with positioning and repositioning in wheelchair, 4. Assisting with feeding, and 5. Assisting when medical issues arise.
- Complete the documentation for Medicaid reimbursement, if applicable.
- Individual assistant assignments may be gender-specific depending on the individual needs of the student.
- As time allows, or in the absence of assigned student, assistant will perform duties of benefit to the program as a whole, as directed by teacher, department chair, or administrator.
- NOTE: Any teacher assistant may be tasked with these duties by teacher, coordinator or other administrator for all or part of their day depending on the specific needs of the students.

Additional Duties Specific to Bridges/Connections Program:

- Accompany and supervise students in various community environments.
- Accompany and supervise students at vocational sites.
- Job coaching.
- Accompany and supervise students at the West Campus, East Campus, or District Office.
- Accompany and supervise students at Southwestern Illinois College.
- Provide off-campus support in a variety of settings as students approach their 22nd birthday.

Additional Duties Specific to Study Hall and ISD Supervision:

- Record attendance through SIS.
- Develop seating chart.
- Maintain a structured atmosphere.
- Enforce school rules and behavior management system; including contacting parents if necessary to correct behavior. Conference with students regarding behavioral concerns.
- Maintain awareness of students' whereabouts, utilize pass system if students leave room. Students in ISD do not use passes, but rather take breaks as a group with supervisor present.
- Assist students with academic and organizational tasks.

Teacher Assistants in District #201 often have a schedule that is a combination of various assignments throughout the day. For example, an assistant may be assigned as an individual assistant for an hour, a study hall supervisor for an hour, and a program assistant the remainder of the day. These decisions are made in order to meet the specific needs of the students in the most effective, efficient manner possible.

Campus Patrol Job Description

Under general direction, provide for a safe and secure school environment foster an optimal learning environment and act as a deterrent to unsafe or poor behavior by patrolling the campus, monitoring student behavior, enforcing school and district policies , intervening in physical encounters, monitoring security cameras, monitoring visitors and reporting unsafe or unhealthy conditions. Patrol and monitor assigned school campuses on various shifts, including , days nights weekends and holiday to provide security and protection to students, personnel , equipment and property; maintain campus security and protect district property against vandalism, illegal entry, fire and theft; enforce laws and regulations and respond to emergency situations. Position may require varying work hours and days including evenings and weekends.

Specific Responsibilities:

- Supervise the campus and nearby areas, bus areas, and unsupervised places to ensure the safety and well-being of students and staff and the security of the facility.
- Display ethical and professional behavior in working with students, parents, school personnel and outside agencies associated with the school community.
- Intervene in situations likely to result in disruption or injury and direct students to refrain from such conduct.
- Ensure a smooth traffic flow of students through the hallways, assisting students with arriving to class and other locations on time.
- Supervise the cafeteria during breakfast and lunch periods.
- Assist with the arrival of students from the busses in the mornings.
- Assist with the dismissal of students to the busses in the afternoon.
- Remove disruptive students from classes when needed.
- Assist the staff, police and emergency personnel in handling emergencies or disruptive situations
- Assist visitors with directions and securing proper identification.
- Intercept unwelcome guest to our campus, and walk them to the gate after explaining the procedure to them.
- Report any discipline infractions, unauthorized visitors, and acts of vandalism to the building administration.
- Notify the building administration, police, and /or appropriate emergency personnel of any emergency, potentially dangerous or unusual situations.
- Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances or other illegal drugs.
- Assist the Parent Liaison, Attendance Officer and School Nurse with home visits as needed.
- Participate in appropriate in –service training and workshop programs.
- Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
- Adhere to federal statutes and regulations, Illinois law, construction codes, state education code rules and regulations, board of education policies and procedures and contractual obligations.
- Patrol and monitor assigned school campuses in appropriate school security uniform at night on weekends and holidays to provide security and protection to students, personnel, equipment and property.

- Maintain campus security and protect district property against vandalism, illegal entry, fire and theft, check buildings and grounds for security, water leaks, malfunctioning equipment
- Enforce laws and regulations and respond to emergency situations, initiate contact with individuals on school grounds or surrounding property to assure visitor authorization.
- Inspect and monitor the security of doors, windows and gates; reset alarm systems and test for proper operation as necessary; detect and report fire and safety hazards; respond to fire and burglar alarms and extinguish small fires; summon and communicate with police and fire department personnel as needed.
- Prevent illegal parking, tampering with vehicles and loitering in school parking lots according to established procedures; assist with traffic and crowd control at special events as assigned.
- Prepare and maintain a variety of records and reports related to security incidents, issues, hazards and activities; maintain time cards and officer's log sheet.
- Communicate with district personnel and law enforcement, fire, alarm, safety and community organization personnel to receive and exchange information related to security, vandalism, crimes investigations, repair, school activities and safety issues, contact parents to coordinate the release of juveniles, serve as a witness in student conferences, disciplinary hears/proceedings, testify in court and hearings as needed.
- Operate a district vehicle and provide basic maintenance. (Golf Cart)
- Operate a variety of security and safety equipment including fire extinguishers, handcuffs, batons, firearms, mobile phones, hand-held radios, pepper spray, and mace.
- Effectively communicate and maintain cooperative relationships with those contacted during the course of work.
- Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

School Safety Officer Job Description

Summary: Under the direction of building administrator (Principal) and Coordinator for School Resource Officers (SRO) The School Safety Officer will work to improve school safety and security. The SSO will assume duties and responsibilities that will insure that access to buildings is limited to authorized individuals, building security and safety procedures are followed and that Board policies are adhered to as related to security, safety and conduct. The employee will not have enforcement powers with respect to local, state and federal laws.

Essential Job Duties and Responsibilities:

1. Monitor and screen access to school grounds and facilities which will include engagement of any unknown persons on school grounds. Engagement includes but is not limited to identifying the individual, ascertaining their purpose for being on school property and insuring that the person is properly directed and proceeds to the appropriate location.
2. Regularly patrol school perimeter and facility which will include security checks of school site including playgrounds and parking areas as well as security checks of school outbuildings and the school itself ensuring that access is limited to approved and specified areas or points.
3. Monitor school's security technology (alarms, cameras, etc.) on a regular basis (at least daily) to insure that systems are operational and to report any malfunctions or operational problems to the building administrator or designated contact.
4. Supervise student, adult and community events/activities (as assigned) to insure compliance with school safety and security procedures and Board Policy with a responsibility to report any suspicious or questionable activity or conduct to appropriate personnel (school administrator, SRO officers, police, etc) and intervene when and where immediate action is necessary.
5. Monitor the entire school site (school building and grounds) noting any abandoned or unclaimed packages, property, etc. and either determine the owner of the item, return item to school office or report items that are deemed to be suspicious or dangerous to the appropriate supervisor for further investigation.
6. Supervise students and other individuals (including non-employee adults) who have gained authorized or unauthorized access to facilities
7. Coordinate the monitoring of building access with other monitor and/or assistant positions
8. Other duties as assigned by Supervisor/Administrator.

Minimum Qualifications:

1. Superior work habits and ethics – self motivated
2. Excellent communication skills – written and verbal
3. High degree of physical fitness and hygiene
 - a. Ability to see, hear and speak allowing careful observation of building conditions and events
 - b. Ability to use hands, arms, legs, and back (may be required to lift and/or physically restrain individuals, visitors and/or students that pose a threat of bodily harm to others)
 - c. Ability to lift materials, equipment, etc. on a regular basis up to 50 pounds and may be required to lift on a regular but infrequent basis over 100 pounds
 - d. Ability to stoop, kneel, crouch, crawl, bend and twist on a regular basis
4. Previous work experience in security or training in security/law enforcement

5. Computer skills - knowledge of Microsoft Office products
6. Ability to apply common sense understanding to emergency and conflict situations in a calm and reasonable manner
7. Ability to enforce Board Policies and procedures in a non-confrontational but effective manner
8. Ability to perform all duties as outlined

Essential Physical Requirements:

1. Must be able to see, hear and speak allowing careful observation of building conditions and events allowing communication using communication devices (phones, walkie-talkies, etc...) and direct contact.
2. Required to use hands, arms, back and may be required to lift and/or physically restrain individuals, visitors and/or students that pose a threat of bodily harm to others.
3. Required to lift material, equipment, etc..., on a regular basis up to 50 pounds and may be required to lift on a regular but infrequent basis over 100 pounds.
4. Physically able to assist with the evacuation of individuals.
5. Able to write, walk, climb, stand, use stairs, stoop, kneel, bend, crawl, push, pull and twist on a regular repetitive basis.