

# PERSONNEL VACANCY

Edwardsville Community Unit School District #7

FY: 19-078

DATE: January 28, 2019

## POSITION DESCRIPTION

*Job Title*

**SUMMER SCHOOL  
EXTRAORDINARY CARE / PROGRAM ASSISTANTS**

Location:

District Schools

Job Description:

See Reverse

Terms:

Summer School (June 10 – June 28)

Hours:

8:00 – 11:45am; Monday - Friday

Salary:

Determined by contract

Minimum Qualifications Required:

- \*Superior work habits and ethics
- \*College degree and teaching certificate preferred
- \*Must meet PARA minimum requirements
- \*Ability to work well with students, faculty & parents
- \*Ability to work independently
- \*View back for further qualifications
- \*Ability to perform duties as outlined on reverse

Contingent Upon:

Board approval

Closing Date for Application:

February 4, 2019 or until filled

Print Application and Submit to:

[www.ecusd7.org/departments/personnel](http://www.ecusd7.org/departments/personnel)  
Application/Forms; Classified

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The Edwardsville Community Schools offer employment without regard to race,  
Color, creed or religion, age, sex, national origin, or handicap

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# **EDUCATIONAL ASSISTANT JOB DESCRIPTION**

## **EDWARDSVILLE COMMUNITY UNIT SCHOOL DISTRICT #7**

**SCOPE:** Assist teachers in the performance of their responsibilities.  
There are three types of teacher assistants – instructional, program, and extraordinary care.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES OF ALL EDUCATIONAL ASSISTANTS**

1. Work individually or with small groups under the direction of the supervising teacher
2. Help prepare teacher-made materials
3. Collect classroom data/information on student performance
4. Assist in the supervision of students
5. Reinforce classroom/building rules as specified by the teacher/building administrator
6. Accompany students to other instructional areas as directed
7. Support students' specific learning needs and/or requests for assistance with academic tasks
8. Reinforce good personal and social habits
9. Assist in maintaining health and safety of all students
10. Perform clerical duties, including learning to operate any necessary equipment
11. Operate or learn to operate audio-visual equipment as needed
12. Demonstrate positive interpersonal relations with students
13. Perform other duties as assigned by teacher or Administrator

### **ADDITIONAL ESSENTIAL JOB DUTIES OF PROGRAM AND/OR EXTRAORDINARY CARE ASSISTANTS**

1. Supervise students at breakfast, lunch, recess, in bus lines, and other unstructured school environment settings
  - a. Provide direct service for feeding
  - b. Provide assistant getting on and off the bus
2. Assist in integration of students into general education classes
3. Attend in-services as provided through Special Education regulations
4. Correct disruptive behavior constructively and consistently as identified in individualized behavior plan
5. Provide for students' individual needs as prescribed in IEP and directed by teacher
6. Assist with students' physical care as needed
  - a. Requires lifting 3-4 times during the day (up to 100 lbs)
  - b. Assist with toileting
  - c. Self-help tasks
7. With appropriate training, be prepared to deal with students' physical impairments as directed
  - a. Assist with mobility
  - b. Assist with assistive technology
  - c. Assist with positioning and repositioning of wheelchair

### **MINIMUM QUALIFICATIONS:**

1. Program and Instructional Assistants must have Paraprofessional Approval issued by ISBE
2. Have basic knowledge in appropriate academic areas
3. Have basic knowledge of students' physical condition, if applicable
4. Practice superior work habits and ethics including but not limited to—
  - a. Promptness and excellent attendance
  - b. Positive attitude
  - c. High level of personal fitness
  - d. Sound judgment
  - e. Produce excellent quality of work
  - f. Adaptable when necessary
5. Ability to work well with administration, faculty, students and parents
6. Ability to perform duties as outlined

### **ESSENTIAL PHYSICAL REQUIREMENTS:**

1. Instructional aides must be able to lift, push or pull up to 20-40 pounds on a regular repetitive basis.
2. Program and Extraordinary care aides must be able to lift, push or pull up to 100 pounds on a regular repetitive basis.
3. Must be able to speak, hear, see, write, walk, climb, stand, stoop, kneel, bend, twist, turn, push, pull and reach (above head and below knees) on a regular and repetitive basis.
4. Tasks require extensive use of hands including repetitive gripping, grasping, lifting and manipulation of equipment necessary to perform duties.