

**DeKalb CUSD 428**  
**Job Description**

**Position Title:** Instructional Assistant – Teaching Assistant  
**Department:** NA  
**Supervisor:** Building Administrator/District Administrator  
**Calendar:** 179 Days in Accordance with the DFSA CBA & Academic Calendar  
**FLSA Status:** Non-Exempt  
**Affiliation:** DFSA  
**Date:** July 23, 2019

### **Objective**

A Teaching Assistant's responsibilities are to work with students and to assist certified staff members in the classroom and to perform other related instructional responsibilities as assigned by the Principal. She/he must exercise initiative, independent judgment, confidentiality, and discretion in the performance of her/his duties. Work assignments are generally received with explanation of what is needed, and are then performed with a considerable degree of independence and good judgment based on knowledge and experience. A Teaching Assistant shall not be expected to develop lesson plans nor adaptations to lesson plans; however, nothing precludes the Assistant from volunteering to do so.

### **Essential Duties and Responsibilities**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ensures that all actions are compliant with established Board policies as well as the mission, vision and values defined by the district and Board of Education.
2. Carries out such additional duties as required or as conditions necessitate.
3. Participates in job training and professional growth opportunities in order to enhance ability to perform the essential functions of the job.
4. Communicates professionally with all individuals in a manner that reflects positively on the district
5. Makes appropriate decisions and interact collaboratively with a wide variety of individuals
6. Interprets policies, procedures and rules
7. Operates a computer to enter, retrieve, review, or modify data
8. Utilizes current technology proficiently
9. Demonstrates excellent verbal and written skills
10. Works independently, including the ability to plan and implement steps to reach an objective in a given timeframe and exercise critical thinking, analysis and good judgment
11. Tolerates ambiguity, balance priorities and see tasks and projects through to high-quality completion
12. Learns, interprets and explains district information
13. Treats all colleagues, visitors, parents, and students with respect

14. Works well under pressure
15. Maintains confidentiality regarding all school-related issues, and consistently exercises professional discretion
16. Provides instructional support for students and assists assigned teachers with students and educational programs
17. Assists or supervises students with routine self-help skills and/or hygiene with appropriate training, as needed and/or assigned, which may include feeding, toileting and/or diapering of preschool or other special needs students
18. Assists students with job-related and/or community-based activities
19. Assists with the implementation of behavioral intervention and/or support plan(s) for student(s) with access to students' information, as needed
20. May assist teachers with clerical duties
21. Assists in a.m./p.m. bus, breakfast, lunchroom, recess and/or playground supervision
22. Supervises student detention, as needed and/or assigned
23. Other instructional related responsibilities as assigned by District or Building Administrator

### **Knowledge, Skills and Abilities**

1. Ability to communicate fluently, make appropriate decisions and interact collaboratively with a wide variety of individuals.
2. Ability to tolerate ambiguity; ability to balance priorities and see each through to high-quality completion.
3. Ability to plan and organize to consistently meet timelines.
4. Ability to maintain confidentiality when receiving, managing and storing information; of private and sensitive nature
5. Ability to operate a computer to enter, retrieve, review, or modify data
6. Ability to work independently, to plan and implement steps to reach an Objective in a given timeframe and exercise critical thinking, analysis and judgment.
7. Possesses skillset to learn, interpret and communicate district information
8. Ability to demonstrate excellent verbal and written skills
9. Knowledge of current technology and ability to utilize proficiently.
10. Ability to interpret policies, procedures and rules and communicate accordingly.

### **Qualifications**

1. A valid State Paraprofessional License
2. Multi language fluency preferred (ie. Spanish fluency; additional language skills preferred or needed per school) as desired at time of initial employment

### **Crisis Prevention Intervention (CPI) Training**

### **Education and Experience**

1. High School diploma or equivalent; successful completion of college credit in an accredited institution of higher learning preferred

**Supervisory Responsibility**

No

**Position TRS Eligible**

No

**Work Environment**

This job operates in a professional office/school environment. This role routinely uses standard office computer equipment such as computers, laptops and servers.

**Travel**

Travel is infrequent; primarily local during the business day.