

**LAKE ZURICH COMMUNITY UNIT SCHOOL DISTRICT 95**  
**JOB DESCRIPTION**

**Title:** 9-12 Special Education Teacher Assistant

**Reports To:** Building Principal and/or Special Education Coordinator

**Work Year:** Full Time - 10 month

**Salary Range:** 2

**Requirements:** High school diploma or equivalent required  
Para-Professional certification required  
Position requires knowledge of classroom environment and school curriculum  
Disability and special education awareness is desired  
Must have good oral and written communication skills and basic computer skills  
Any equivalent combination of education and experience will be considered

**Essential Job Functions:**

1. Under the direct supervision of the classroom teacher: responsible for assisting the classroom teacher in the instruction of the students including assistance in the laboratories, washrooms, playgrounds, gymnasiums, lunchrooms, libraries, field trips and all other educational settings as determined by the classroom teacher
2. May coordinate and maintain individual help and assistance to students including LD, BD, handicapped and Down Syndrome students
3. Provides reinforcement to individual or groups of students of direct material initially taught by the classroom teacher
4. Mainstreams special education students as required
5. Responsible for guiding any independent study, enrichment work, and remedial work set up by the classroom teacher
6. Administers, scores and records achievement and diagnostic tests recommended by the classroom teacher
7. Serves as the main source of information for any substitute teacher
8. When required, operates and cares for classroom equipment for instructional purposes
9. Provides a well organized, smooth functioning class environment where the students can take full advantage of the instructional program and available sources
10. Serves as a resource person to the any student personnel evaluation teams, therapists, etc.
11. When required, maintains various classroom bulletin boards, classroom displays, etc.
12. Performs other duties as may be necessary and assigned by the classroom teacher and/or Special Education Coordinator