



East Alton Elementary School District #13
210 East St. Louis Avenue
East Alton, IL 62024

School 618.433.2051
Fax 618.433.2096

Mr. Mario D. Sherrell | Superintendent of Schools

February 3, 2023

POSTING OF VACANCY

Position Title and Category:

One (1) Teacher Assistant

Location of Work:

Eastwood Elementary
2022-2023 School Year

Rate of Pay:

\$16.09-\$16.57/hr

Work Hours and Work Year:

5 days a week
5.5 hours a day
Student attendance days

Job Qualifications:

Per the attached job description.

Deadline for Applications:

The position will remain open until February 17, 2023, or until filled.

Submit the district application, letter of interest, and resume to:

Mrs. Heather Strebels, Director of Student Services
210 E. St. Louis Ave.
East Alton, IL 62024
hstrebels@easd13.org

TITLE: TEACHER ASSISTANT

- QUALIFICATIONS:
1. Certificate of good health signed by a licensed physician.
 2. Letter of qualification from Superintendent of Educational Service Region/or Valid Teaching Certificate at assigned level.
 3. No prior job experience.
 4. Qualifications of teacher assistant as outlined in The School of Illinois and State Board of Education Document 1.
 5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

- REPORTS TO:
1. Building Principal
 2. Program Director (when applicable)
 3. Teacher/s assigned.

JOB GOAL: To assist the teacher in the instruction of students under the supervision of the teacher by working with individual or small groups of students to help them achieve specified skill levels as determined by the curriculum or program.

PERFORMANCE RESPONSIBILITIES:

1. Perform all duties and assignments while under the immediate supervision of a certified teacher who is directly engaged in teaching subject matter or conducting activities.
2. Work with individual or small groups of students to practice, review and reinforce instruction or skills initially taught by the teacher.
3. Assist the teacher in planning activities and strategies for students based upon their needs, interests, and abilities.
4. Provide independent, enrichment, and remedial activities as directed by the teacher.

5. Check notebooks, correct papers and assist students with makeup work as assigned by the teacher. Not to exceed 25% of assigned time.
6. Assist teacher and/or students in the classroom during large group activities such as drill work, reading activities and story telling.
7. Confer with the teacher about any problem or special information concerning an individual student.

TEACHER ASSISTANT

8. Maintain the same level of ethical behavior and confidentiality of information about students as is expected of certified teachers.
9. Participate in in-service training program, workshops and conferences as assigned and approved.
10. Performs such other tasks as may from time to time be assigned.

TERMS OF EMPLOYMENT: Nine month year (student attendance days.) Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.