

Job Posting: Notice of Vacancy

It is the intention of the LaSalle County Detention Home to fill one vacancy in the following job classification.

Job Classification: Teacher's Aide
Location: LaSalle County

Department: LaSalle County Detention Home
707 East Etna Road
Ottawa, IL 61350

Regular Work Week: **40 hours per week; Monday-Friday, Weekends and Holidays Off**

Hours of Work: **8 a.m. to 4 p.m.**

Wage: \$ 10.50 per hour; \$.50 raise after completion of 6 months

Position is: Union

See *Job Description* for Duties, Minimum Qualifications and Physical Demands

Interested persons should apply by sending a Resume and Cover Letter, and completed LaSalle County Application:

LaSalle County Detention Home
Attn: Patrick Sweeney
707 East Etna Road
Ottawa, IL 61350

Applications Due By: Monday November 26, 2018

LaSalle County

Job Description



Job title: Teacher's Aide

Work Location: LaSalle County Juvenile Detention Home

Division/Department: Detention Home

Reports to: Teacher

Employment Classifications:

- Full-time Part-time
 Exempt Nonexempt
 Salaried Hourly
 Bargaining Unit

Salary Grade: _____

Current Employee holding position is:

Essential Duties and Responsibilities:

The Teacher's Aide shall have the responsibility of assisting the Teacher in the classroom.

- Correct and grade student assignments.
- Keep accurate, complete and up-to-date student records.
- Maintain an effective supervisory relationship with students.
- Assist students with assigned material.
- Have direct involvement with students to ensure that both positive and negative behaviors are recognized.
- Maintain and update the school library.
- Assist in crisis intervention.
- Follow established procedures to maintain classroom security.
- Perform other duties as assigned or required.
- Maintain compliance with all company policies and procedures.
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual

Education and/or Work Experience Requirements:

- High School Diploma required. Associate's degree or higher level college attainment preferred; equivalent work experience will be considered.
- Must be able to operate office equipment and have experience with Microsoft office programs.
- Excellent verbal and written communication skills, including ability to effectively communicate with staff and students.
- Ability to follow direction and work independently.
- Team player with willingness to support departmental success.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires sitting (4-6 hrs), standing/walking (2-4hrs) and may experience occasional standing, balancing, stooping, crouching, reaching and pushing/pulling movements. Repetitive motion - use of the hands and fingers for typing/keyboarding, hand-written documentation and regular office work. **Defined Medium Work** - Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Visual acuity needed to determine the accuracy, neatness and thoroughness of the work assigned or to make general observations.

Date Revised: July 3, 2017 Approvals: P. Sweeney & B. Pfalzgraf

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The worker is subject to both environmental conditions; activities occur inside and outside. While performing the duties of this position, the employee is subject to normal consistent temperatures. The noise level in the work environment is raised due to youth activity on a daily basis; there is sufficient noise to cause the worker to shout in order to be heard above ambient noise level at times.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

ACKNOWLEDGEMENT

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

Print Employee Name:

Employee signature:

Date:

Supervisor signature:

Date: