



EPSD124 Job Description

PARAPROFESSIONAL

TITLE:	<i>Paraprofessional</i>
LICENSURE:	Paraprofessional certification registered with ISBE required
FLSA STATUS:	<i>Non-Exempt</i>
REPORTS TO:	<i>Building Principal</i>
SUPERVISORY RESPONSIBILITIES	<i>None</i>
EVALUATION	<i>Based on CBA Guidelines</i>

JOB GOAL:

The role of the Paraprofessional is to form interpersonal relationships with each student to help them feel more motivated about classroom achievement. In addition, the Paraprofessional strives to enrich each student's experience by working with and monitoring students in and out of the classroom attending to students' physical, personal, academic, and emotional needs.

ESSENTIAL DUTIES:

- Ability to work effectively in a classroom or one to one environment providing responsive instructional and behavioral support to assigned student(s)
- Knowledge of positive behavior and intervention strategies to motivate students
- Assists with the behavioral management system under the direction of the teacher and under the direction of the classroom teacher or District BCBA, chart academic and behavioral progress
- Ability to effectively communicate with teachers, parents, and administration
- Assist student(s) with classroom activities under the direction of the teacher
- Assists with instructional modifications recommended by the planning team
- Checks notebooks, correct papers and supervises testing and make-up work relevant to the assigned student(s)
- Assist with reading and math interventions
- Participates in appropriate staff development programs
- Assists teacher in duties related to the supervision of lunchroom, playground, and bus activities
- Assist student(s) with dressing, undressing, feeding, toileting, and health needs as necessary
- Follows all applicable safety rules, procedures, and regulations governing the proper manner of assistance for all students, including those with disabilities or other special needs.
- Ability to maintain confidentiality of information regarding students, employees, and others.
- Other duties as assigned

QUALIFICATIONS:

- Paraprofessional certification registered with ISBE is required
- Experience working with children and youth in classroom settings is preferred
- Excellent written and verbal communication
- Ability to assist in classroom instruction and learning
- Great attention to detail
- Ability to work effectively with children supporting their social & emotional needs
- Ability to remain calm and patient at all times
- Maintain boundaries as a professional and understand your role versus the students
- Excellent teamwork skills
- Knowledge of classroom subject
- Will be required as needed to work in all five school buildings when necessary
- Bilingual preferred but not required

MENTAL DEMANDS

Knowledge

The employee must have foundational knowledge in a specific field. Ability to read, analyze, and interpret procedures and regulations. Ability to communicate verbally and perform technical writing, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff, students, administrators and the general public. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Ability

The employee shall support the district in the communication of the district's mission and goals; engage in the collaborative dialogue with peers; maintain records and prepare reports; read, interpret, apply, and explain policies and procedures; meet the requirements of schedules and timelines; take professional initiative; plan and organize work independently; develop effective staff development; read a variety of materials; efficiently employ differentiated management methods; learn new methods of management through ongoing professional development; ability to work cooperatively and effectively with other certified and non-certified personnel, parents, and community members.

Education/Preparation

The employee shall possess the equivalent of a high school diploma; successful employment in a similar role; successful completion of any applicable proficiency exams; and possess/maintain appropriate current and/or future licensure expectations through the State of Illinois.

Reasoning

The employee must have the ability to solve complex problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to handle or feel instructional and technological resources. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The employee shall possess exemplary oral and written communication skills. The employee shall be proficient with technological aspects of the position, including computing software and hardware, as well as video and camera equipment and software. The employee shall use board approved resources and technology. While performing the duties of this job, the employee occasionally works in a building setting with children, works in outdoor weather conditions, and is subject to noises associated with both an educational environment and other setting such as the gymnasium, lunchroom, library, busses, traffic, construction sites, server rooms, and boiler rooms.

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.

ADOPTED

UPDATED

November 2024