

JOB DESCRIPTION

JOB TITLE/ASSIGNMENT

<u>JOB TITLE:</u>	Lake Zurich Day School Paraprofessional
<u>REPORTS TO:</u>	Director of Student Services - Secondary
<u>REQUIREMENTS:</u>	<p>High School Diploma or equivalent required Para-Professional Certification required Position requires knowledge of learning environment and program curriculum Desire to assist students with disabilities in a learning environment Must have good oral and written communication skills and basic computer skills Any equivalent combination of experience and education will be considered</p>
<u>WORK YEAR:</u>	10 month, Full Time

RESPONSIBILITIES/DUTIES

ESSENTIAL JOB FUNCTIONS:

1. Under the direct supervision of the classroom teacher: responsible for assisting the teacher in the instruction of the students including during remote periods (morning) and in-person learning periods (afternoon), and all other educational settings as determined by the classroom teacher (such as home visits).
2. Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced and outlined by certified staff.
3. Assists as directed by certified staff in the effort to successfully support students who receive Special Education services in a community-based setting.
4. Assists the certified staff in devising special strategies for reinforcing learning materials and skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
5. Maintains or modifies a student's curriculum to the needs of the student as required.
6. Serves as the chief source of information and help to any substitute teacher assigned in the absence of regular certified staff.
7. Performs clerical, learning environment maintenance, and instructional duties as assigned by the certified staff.
8. When requested, serves as a resource person to other members of the student IEP team (i.e., case manager, vocational coordinator, related services staff).
9. Help manage the behavior of assigned students, including following the individual behavior plans; this includes intervening in crisis situations.
10. May collect student data if required on IEP or requested by the classroom teacher.
11. Alerts the certified staff to any problem or special information about students.
12. Participate in professional development programs, faculty meetings, and special events as assigned. This may include parent/teacher conferences.

13. Demonstrates ethical behavior and confidentiality of information about students in the school environment and community.
14. Regular attendance.
15. Performs other duties as may be necessary and assigned by the classroom teacher and/or administrator.

PHYSICAL REQUIREMENTS

Ability to actively perform work in classroom, office, and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending, and lifting). Exposure to noise and activity of a school setting. Exposure to weather conditions. Ability to travel outside the district for a variety of meetings and conferences.

TERMS OF EMPLOYMENT

Newly hired employees will be placed on the ESP Salary Scale based on prior work experience that can be verified, that is recent (within the last ten years without an extended break in employment), and in a position of similar responsibilities. Benefits as determined and approved annually by the Board of Education.

ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE _____

DATE _____

PRINTED NAME _____