

**BARRINGTON COMMUNITY UNIT SCHOOL DISTRICT 220  
BARRINGTON, ILLINOIS 60010**

**JOB DESCRIPTION**

**TITLE: STUDENT SERVICES ASSISTANT/ PARAPROFESSIONAL**

**QUALIFICATIONS:**

1. High school diploma or equivalent, some college preferred.
2. Must meet ISBE Licensure education requirements for student interaction
3. Establishes and maintains effective working relationships with all staff and the public.
4. Uses/operates computer equipment related to the position/job
5. Demonstrates proficient use of the English language in written and oral forms.
6. Able to demonstrate patience and gain student cooperation.
7. Able to assist in the implementation of an instructional program and to participate in monitoring and ensuring appropriate student behavior for all students.

**REPORTS TO:**

Principal and/or designee

**SUPERVISES:**

Special Education Students and/or Regular Education Students.

**POSITION SUMMARY:**

Student Service Assistants enhance the learning environment for students with special needs under the direction of a certified teacher. The Student Service Assistants assist the teacher in general daily classroom activities, help special needs students by caring for their physical, emotional health and safety, affirming their abilities, and striving to promote dignity in all relationships.

**ESSENTIAL FUNCTIONS:**

1. Reinforce learning objectives to small groups of students or individuals.
2. Assist classroom teachers in the instructional process, reinforcing instruction to individual or small groups of students in a classroom environment.
3. Assist in the implementation of Individual Education Plans and Behavior Intervention Plans for students and collect data as delineated in these plans.
4. Check work completed by students.
5. Prepare, reproduce, collect and organize teaching and learning materials for the classroom teacher as directed by the classroom teacher.
6. Reinforce the classroom management system and individualized plans for students.
7. Assist in students achieving academic success under the direction of the certified teacher.
8. Consult and collaborate with Special Education and General Education Teachers as well as related service staff.
9. Provide behavior support, which includes physical management (training provided upon hire).
10. Support students with emotional or behavior concerns and assist them in developing and practicing appropriate social skills.
11. Assist in the educational and social development of students under the direction and guidance of the facilitator and classroom teachers.
12. Assist in large group activities such as taking attendance, reading to the class, etc.
13. When applicable, supervise lunch/recess periods and bus supervision, before and after school, as assigned

and enforce expectations for student behavior.

14. Assist in monitoring students during special school events.
15. Maintain confidentiality regarding sensitive information.
16. Perform other tasks and responsibilities assigned by the supervisor.

**PHYSICAL CONTEXT OF THE JOB:**

This job requires the following: spending a portion of each day outdoors on the playground in a variety of weather conditions; lifting of weights up to 50 lbs, occasional lifting weight of 50-80 lbs., use of CPI, diapering when appropriate; significant standing, walking, moving, climbing, crouching, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.

**GENERAL COMMENTS:**

This job entails working with the unique characteristics of children with special needs.

**TERMS OF EMPLOYMENT:** (Completed by the Office of Human Resources)

|                             |                   |
|-----------------------------|-------------------|
| Calendar Days:              | 188               |
| Hours per Day:              | 7.00              |
| Wage Grid Lane:             | T/AAA             |
| Hourly Rate Starting Range: | \$20.71-\$21.99   |
| Status:                     | BSEO - Classified |

Rev. 3/06

Rev 7/2018

Rev 4/24