

**Hinsdale High School District 86**  
**JOB DESCRIPTION**

**Job Title:** Paraprofessional

**Calendar Work Days:** 182 - School Year

**Supervisor:** Assistant Director - Special Education

**Status:** Nonexempt - HTHSSSA

**POSITION SUMMARY**

Assists the special education and general education teacher in implementing IEP requirements and curriculum adaptation through tutoring, assessment and general supervision and physical care of students with disabilities. In addition, prepares classroom material and performs clerical tasks.

**QUALIFICATIONS - EXPERIENCE - KNOWLEDGE:**

- ELS (PARA) license
- Basic technology skills to assist students required
- Good verbal communication skills required
- Ability to organize information and problem solve complex situations
- Strong interpersonal skills
- Experience with high school students preferred
- Presents a professional image and interacts professionally with faculty, staff, students and community

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

The tasks listed below are representative of the essential performance responsibilities. Tasks assigned to individuals will vary based on student needs and it is possible not all duties will be performed in any given year. However individuals must be able to perform the following duties, with or without reasonable accommodation, as assigned by their supervisor.

- Provide assistance to students including students with special needs with physical and cognitive disabilities, and/or English Language Learners, and any other student as assigned.
- Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips and throughout the community.
- Tutor and assist students individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.
- Enforce administration policies and rules governing students.
- Discuss assigned duties with classroom teachers to coordinate instructional efforts.
- Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage.
- Observe students' performance, and record relevant data to assess progress.
- Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
- Use computers, audio-visual aids, and other equipment and materials to supplement presentations.

- Attend staff meetings and serve on committees, as required.
- Type, file, and duplicate materials.
- Laminate teaching materials to increase their durability under repeated use.
- Support student use of assistive devices and supportive technology.
- Assist students in activities of daily living, such as but not limited to: feeding, toileting, positional changes, and changing clothing.
- Carry out therapeutic regimens such as behavior modification and personal development programs, under the supervision of special education instructors or related service providers.
- Assist in bus loading and unloading.
- Distribute tests and homework assignments and collect them when they are completed.
- Other duties as assigned.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

While performing the duties of this job, the employee is frequently required to stand, walk, sit and see, talk and hear. The employee is required to reach with hands and arms and stoop, kneel, or crouch. The employee must be able to lift and/or move up to 35 pounds on occasion and up to 10 pounds regularly/daily. The employee is required to be able to push wheelchairs, assist with lifting of students, and provide other physical assistance to students. Specific vision abilities required by this job include close vision, such as to read type or hand written material. The noise level in the work environment is that of a high school and can be loud when in places like gyms and cafeterias. The employee is continuously interacting with students and staff.

The information contained in this job description posting is for compliance with the Americans With Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

### **Notice of Nondiscrimination:**

The District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

#### **NON-DISCRIMINATION COORDINATOR**

Jodi Bryant  
Assistant Superintendent of Human Resources  
5500 South Grant Street  
Hinsdale, IL 60521 630-570-8008

For further information on notice of non-discrimination, visit [https://ocrcas.ed.gov/contact-ocr?field\\_state\\_value=652](https://ocrcas.ed.gov/contact-ocr?field_state_value=652) for the address and phone number of the office that serves your area, or call 1-800-421-3481