

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 93

JOB DESCRIPTION

Job Title: **Paraprofessional – Special Education**
Pay Schedule/Range: **24 pays per year**
Reviewed Date: **October 30, 2025**

Reports To: **Principal**
FLSA Status: **Non-exempt**
Work Year: **179 days**

SUMMARY: Responsible for providing support to students with special needs by implementing instruction, reinforcing learning skills, adapting curriculum to individual student needs, and reinforcing school-wide behavior expectations. Assist students in one-on-one, small, and/or large groups. Assist with preparation of classroom materials, monitoring students, and recording student achievement under the direct supervision of licensed staff. Participate in professional development activities as requested. May perform tutoring, and/or classroom support for students, teacher, and/or families. Assignment may be in one or more of the following special education areas: Self-Contained, Resource, Inclusion, and Early Childhood.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Physical presence during all scheduled work hours is required. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Assist the classroom Teacher by providing support for students with special needs so that they may fully participate in class activities. Duties include implementing instruction and reinforcing learning skills in one-on-one, small, and/or large groups; adapting curriculum to individual student needs per teacher direction; implementing applicable behavior plans and reinforcing school-wide behavior expectations. Implement and support the teacher's instructional plan. May perform tutoring, and/or classroom support for students, teacher, and/or families.	D	50%
2. Implement specialized therapy programs as directed by therapist(s) and/or the child's Individualized Education Plans (IEP).	D	15%
3. Supervise and monitor students in classroom and during breaks, lunch, recess, on field trips, etc. Reinforce school-wide behavior expectations.	D	15%
4. Assist teacher in preparing materials, administering tests, grading, taking attendance, completing paperwork, maintaining files, and/or documenting student achievement.	D	5%
5. Assist student(s) in performing daily personal routines, including toileting, diapering, feeding, personal hygiene, and health related needs etc.	D	5%
6. Assist teacher and/or administration with special projects that are student and/or program related	D	5%
7. Perform other duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Minimum of 60 semester college hours required
- Educator License with Stipulations (ELS), Professional Educator License (PEL), Substitute Teaching License (SUB), or Short-Term Approval (STA) required
- CPI (Crisis Prevention Intervention) training required if assigned to a position in Specialized Academic class
- Experience working with students in a school setting preferred
- Experience working with students with special needs preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire, employment contingent on appropriate results
- Valid driver's license, state identification, or passport

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- Interpersonal skills
- English language skills
- Bilingual oral and written communication skills may be required or preferred

- Mathematical skills including basic calculations and application of basic math concepts
- Personal computer and keyboarding skills
- Serve as a model of a technology competent user
- Promote digital citizenship and responsibility
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions, and respond to management direction
- Ability to work with students with diverse backgrounds and abilities
- Ability to promote and follow Board of Education policies, Superintendent, building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Basic operating knowledge of and experience with personal computers, peripherals, and office software
- Operating knowledge of and experience with typical office equipment, such as telephones, multi-function machines, E-mail, etc.
- Operating knowledge of the Google Suite.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE
Reports to:	Principal

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk and hear. The employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and 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 ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate. The employee may regularly be exposed to disease due to exposure to bodily fluids. The employee is occasionally exposed to outdoor weather conditions.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to communicate copy, instruct, analyze, and use interpersonal skills. The employee is frequently required to compare, coordinate, compute, and compile. The employee is occasionally required to synthesize, evaluate, and negotiate.