



Position: Paraprofessional Special Education

School: Early Childhood Center

Role: Paraprofessional is under the direct supervision of a Special Education Teacher, Building Administrators and Director of Student Services.

Reports to: Building Principal in conjunction with the Assigned Teacher

Employment: 179 days

Qualifications:

- **State of Illinois Paraprofessional License** issued by the Illinois State Board of Education (ISBE)
- Current Illinois Teaching License – preferred, but not required
- CPI (Crisis Prevention Intervention) certification or willingness to obtain training
- Experience working with students with varied disabilities, rather than just one specific disability
- Ability to work collaboratively with staff and problem-solve effectively
- Strong interpersonal and communication skills
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Duties and Responsibilities:

- Assist with classroom activities under the direction of the certified teacher
- Work with individuals or small groups at the teacher's request to review, reinforce, enrich and/or expand skills and concepts presented
- Collaborate with the teacher(s) regarding children's progress, interest levels, or problem areas.
- Assist with the behavior management system under the direction of the teacher
- Assist with daily charting of progress on academic and behavioral charts relevant to students
- Utilize confidential and personal information concerning students and staff for professional purposes only, and in accordance with District regulations
- Participate in appropriate staff development programs
- Must be able to climb stairs and ambulate around all areas of the building
- Assist with instructional modifications recommended by planning team
- Participate in multidisciplinary staffing if requested
- Assist with toilet training and changing students is required
- Provide support to students who require assistive technological needs for communication
- Provide individualized and small group instruction in special education and/or general education classroom. Be able to assist with data collection
- Perform supervision of lunch, and bus activities as assigned by the principal
- Other duties as assigned (i.e. attendance, parent phone calls, field trips, copying, grading papers)