



Special Education Paraprofessional

POSITION SUMMARY

The paraprofessional assists teachers, students, and staff in educational settings by providing support with classroom instruction, and other responsibilities to enhance the learning environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Student support:

- Assist student within the school setting-behaviorally, emotionally and academically
- Provide supervision to students in nonacademic settings
- Actively supervise when not in an academic setting (lunch, recess, bussing)
- Enforce school wide expectations using PBIS, TBRI, or Pyramid model
- Be available to assist special education staff in tasks that may be related to students when not with students (planning, activity preparation, etc.)

Instructional support:

- Assist with modifications to the general education curriculum
- Assist students with assignments and activities as provided by the general education and/or special education teacher.
- Provide assistance and targeted intervention as needed, without distraction
- Refer to supplied IEPs, BIPs, and 504s to best assist students and understand their needs.
- Communicate with classroom teachers, special education teachers, and other paraprofessionals about the specifics of the students you are working with

Supervision and safety:

- Assist with toileting when needed
- Assist in dressing when needed
- Ensure student safety

LOP/SLP Specific Responsibilities:

- Physically assisting students with a variety of tasks including walking, physical participation in a variety of environments, loading and unloading from bus or vehicle, etc.
- In relation to the aforementioned comment, physically prevent or prompt students when needed.
- Assist student during meal time (opening lunchbox, packages, refilling water, sometimes as specific as cutting food items and helping students use silverware)
- Assist in variety of personal hygiene responsibilities (cleaning face, washing hands, nose blowing)
- Full assistance in the restroom including accompanying students fully into the stall or nurse bathroom, changing soiled undergarments/pull-ups/diapers, cleaning of sanitary areas when needed, communicating with supervisor when bathroom materials need to be restocked by family, etc.
- Learn how to use and facilitate student use of assistive tech communication devices
- Collaborate with case managers and related services frequently and effectively to ensure proper and effective instruction is consistently occurring.
- Encourage or aid in peer interactions
- Provide empathy and assist students who may display screaming, crying, and/or aggressive actions and can assist in management and/or minimizing disruptive behavior

- Participate in training or professional development to better serve students
- Shall assume any other duties as may from time to time be delegated by immediate Supervisor. Furthermore, the Supervisor shall make any adjustments in the scope of responsibilities as outlined above which will be in the best interest of the school district.

QUALIFICATIONS

- Paraprofessional license

PHYSICAL DEMANDS

The role requires the ability to perform various physical tasks, including standing, walking, sitting, kneeling, lifting, and bending, as necessary to fulfill job responsibilities. The work environment may involve exposure to typical levels of noise and activity associated with a school and on a school bus setting. This overview is not exhaustive of all physical requirements and responsibilities inherent in the role.

TERMS OF EMPLOYMENT

REPORTS TO: Building Principal	<p>BENEFITS</p> <ul style="list-style-type: none"> ● Sick leave and personal days ● Employer contributions to the Illinois Municipal Retirement Fund (IMRF). ● HMO insurance and dental benefits ● Opportunities for professional development and growth within the district.
TERMS OF EMPLOYMENT: Hourly rate, length of work year and ongoing service shall be aligned with the terms of the Collective Bargaining Agreement between the Board of Education and the ASP.	

The statements in this job description are intended to describe the general nature and level of the work to be performed by the individual assigned to the position. They are not an exhaustive list of all of the duties and responsibilities related to the position.