ANTIOCH COMMUNITY CONSOLIDATED SCHOOL DISTRICT 34

INSPIRE TO DREAM - EMPOWER TO ACHIEVE

JOB DESCRIPTION
PARAPROFESSIONAL | SPECIAL EDUCATION RESOURCE

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.

Under the guidance of the classroom teacher, the paraprofessional will provide student support by implementing the following:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist student within the school setting behaviorally, emotionally, and academically
- Provide active supervision in academic and nonacademic settings (lunch, recess, fieldtrips, bussing, etc.)
- Enforce school-wide behavior expectations using PBIS, TBRI, or the Pyramid Model
- Be available to assist special education staff in tasks related to students when not directly with students (planning, activity preparation, etc.)
- Assist with modifications and accommodations 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
- Attend staff meetings
- Act as a mandated reporter
- 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
- Ensure student safety at all times
- Encourage and support positive peer interactions
- Respond with empathy to students displaying screaming, crying, or aggressive behavior, and help manage or minimize disruption
- Participate in training and professional development to better serve students
- Maintain a professional, reliable, and collaborative presence on the team
- Other duties as assigned

PERSONAL CARE SUPPORT

- Provide verbal guidance and direction to students as needed with toileting and dressing, encouraging independence while maintaining appropriate hygiene, privacy, and dignity.
- Assist with personal hygiene tasks (cleaning face, washing hands, nose blowing, etc.)
- With District provided training, support transfers and positioning (e.g., desk to wheelchair, floor to standing, in/out of adaptive equipment), as needed
- Guidance around the building, and other activities of daily living as specified in the student's IEP, as needed
- Help the student manage personal belongings and equipment (e.g., braces, walkers, communication devices), as needed
- Follow individualized health and safety protocols established by the student's related services team (e.g., PT, OT, nursing staff)
- Maintain student privacy and dignity during all personal care routines
- Report any changes in student's physical condition, mobility, or care needs to the supervising teacher and appropriate staff

Board Approved September 15, 2026

QUALIFICATIONS

- Valid Paraprofessional license
- Strong interpersonal and communication skills
- Ability to remain calm and effective in emotionally charged situations
- Ability to model and coach behavior management techniques

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	**BENEFITS** ● Sick leave and personal days ● Employer contributions to 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 determined by the Board of Education.	

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.