

**Title:** Paraprofessional (General classroom special education support)

**Qualifications:**

- Must hold valid state of Illinois paraprofessional license
- A sincere interest in, positive attitude toward, and enthusiasm for working with students of various ages.
- Ability to empathize with children and to remain composed and patient with difficult behavior.
- Ability to follow directions and carry out assigned tasks independently and in an organized manner.
- Good oral and written communication skills. Commitment to high professional standards, ethics, and ability to remain student confidentiality.

**Reports To:**

- Classroom Teacher
- Principal

**FLSA Status:** non-exempt

**Performance Responsibilities:**

- Position requires knowledge of the classroom environment and school curriculum.
- Must have oral and written communication skills and basic computer skills.
- Requires an understanding of confidentiality.
- Requires strong interpersonal and organizational skills.
- Assists the classroom teacher, under their supervision, with the instruction and supervision of the students throughout the course of the student day and provides students with assistance in laboratories, washrooms, playgrounds, gymnasiums, lunchrooms, libraries, on field trips, and all other educational settings as determined by the classroom teacher.
- Assists the special education student(s) in meeting their IEP goals and gives input into progress reports
- Provides reinforcement to individual or groups of students of direct material initially taught by the classroom teacher.
- Responsible for guiding any independent study, enrichment work, and remedial work set up by the classroom teacher.
- Administers, scores and records achievement and diagnostic tests recommended by the classroom teacher.
- When required, operates and cares for classroom equipment for instructional purposes.
- Assists in providing a well organized, smooth functioning class environment where students can take full advantage of the instructional program and available resources.
- Supervises loading and unloading of buses.
- Upon request, serves as a resource person to internally report student progress.
- When required, maintains various classroom bulletin boards, classroom displays, etc.
- Interfaces with all levels within the school.

**Terms of Employment:** 10 Month

**Evaluation:**

- Principal or Assistant Principal will evaluate annually in conjunction with the classroom teacher