

Job Title: Paraprofessional

Reports to: Classroom Teacher or Special Education Teacher

Job Purpose: The school paraprofessional is responsible for providing support to students in the classroom setting.

Key Responsibilities:

- ☒ Assist the with instructional and other classroom-related duties, including preparing materials
- ☒ Work with individual students or small groups of students to provide academic and/or behavioral support
- ☒ Implement strategies and interventions as directed by to support students with individualized education plans (IEPs)
- ☒ Provide support to students with special needs, including assistance with personal care, hygiene, or mobility, as needed
- ☒ Record and report student progress and behavior as directed by the classroom teacher or special education teacher
- ☒ Participate in meetings and professional development opportunities to enhance skills and knowledge
- ☒ Maintain confidentiality of student information and records
- ☒ Perform other duties as assigned

Qualifications:

- ☒ High school diploma or equivalent, with additional training or certification in education or related field preferred
- ☒ A license from the State of Illinois and Kane County (PEL or PARA) is required.
- ☒ Prior experience working with students, particularly those with special needs, is preferred
- ☒ Strong communication and interpersonal skills
- ☒ Ability to work independently and as part of a team
- ☒ Flexibility and adaptability in responding to changing needs

Physical Requirements:

- ☒ Ability to stand, walk, and bend for extended periods
- ☒ Ability to lift and move objects up to 25 pounds

Training Guidelines:

- ☒ Aspects of this position vary significantly based upon student programming (e.g., ILP, Developing Opportunities, Early Childhood, Resource or Essentials).
- ☒ Some paraprofessionals must be trained in physical de-escalation, based on student need and risk factors.
- ☒ On-the-job training to ensure the school paraprofessional understands their duties and responsibilities. The training will include how to provide instructional and behavioral support to students, how to implement individualized education plans (IEPs) and how to record and report student progress and behavior.
- ☒ Ongoing training opportunities to enhance the paraprofessional's skills and knowledge, including training on new instructional or behavioral strategies, professional development opportunities, and training on new software or technology.