

Lyons Township High School District 204

Position Description

Position Title: Special Education ParaEducator
Department: Special Education
Reports To: Special Education Division Chair

Summary:

The Special Education Paraeducator works closely with one or a few students with special needs on a regular basis in an effort to provide the physical and academic help and the emotional support needed for those students to reach their potential in the District's academic programs.

A. Essential Duties and Responsibilities (other duties may be assigned):

1. Support classroom teacher in instructional interaction
2. Support classroom teacher in planning and preparation
3. Interact with students, helping to address individual needs
4. Attend and participate in IEP meetings, etc., when needed
5. Listen to the student(s) in recitation, reading and other curriculum tasks, guiding and helping them, but not teaching them
6. Work with small groups of students to reinforce material initially introduced by the teacher, maintain daily records of achievement
7. Support one-on-one student with physical assistance, if needed
8. Accompany the student(s) to whom assigned on trips to the office or the school nurse
9. Prepare student(s) for classes according to established procedures
10. Communicate with and draw support from teacher(s) and related service providers to maximize academic benefits
11. Assist student with day to day activities including eating meals, toileting, school assignments, getting from one class to another, grooming, handwashing, personal hygiene and organization, as determined by the student's IEP
12. Provide instruction and assistance to students in social, self-help and community skills
13. Serve as a resource person, if requested, to the student personnel evaluation team conferring about one of the students to whom assigned
14. Supervise interaction with other children for physical safety reasons
15. Perform a variety of clerical duties such as preparing and duplicating instructional materials, ordering supplies and recording student progress
16. Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies, as needed
17. Assure the health and safety of students by following health and safety practices and procedure; assist in maintaining a clean and orderly classroom environment
18. Participate in appropriate school and District training programs
19. Perform other tasks and assume other responsibilities as assigned by the Special Education Division Chair

B. Supervisory Responsibilities:

- None

C. Qualification Requirements:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

D. Education and/or Experience:

- The position requires ISBE ParaProfessional approval, which can be obtained with proof of a bachelor's degree or ETS Para Pro Certificate or ACT Workkeys Certificate and proof of high school diploma. Additional training in the field of special education is preferred.

E. Language Skills:

- Ability to read and interpret documents such as instructional manuals for automated systems; ability to write routine reports and correspondence; and ability to speak effectively with students, parents, administrators, staff, and related services providers.

F. Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions and decimals.

G. Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to set priorities and meet deadlines. Ability to deal with student/faculty problems that arise and discern whether to intervene or route to appropriate person.

H. Other Skills and Abilities:

- Ability to interact positively with students and staff. Ability to operate a variety of computers and the automated circulation system. Ability to work on several projects at once and to be able to deal with constant interruptions during the work day. Ability to perform duties with awareness of all District requirements and Board of Education policies.

I. Physical Demands:

- Physical demands are representative of those that must be met by an employee to successfully perform their essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit and talk or hear and operate a computer. The employee is occasionally required to stand; walk; and reach with hands and arms and continuously will repeat the same hand, arm or finger motion many times as in typing. Employee may be required to walk up and down stairs, climb step stools, and frequently bend. A significant part of this employee's functioning may involve bending and shifting/lifting non-ambulatory students. The employee must occasionally lift and transfer a student from wheelchair to other assistive devices such as a potty-chair, a stationary chair or a stander. Must hold a valid driver's license.

J. Work Environment:

- Work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment varies. The employee continuously is interacting with the public, staff, and students.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

*LTHS District 204 is an equal opportunity employer and does not discriminate on the basis of any status protected by law. The Equal Employment Opportunity and Minority Recruitment Policy may be found in Board Policy 5:10, located on the [**D204 BOARD OF EDUCATION POLICY PAGE**](#).*