

LOCKPORT TOWNSHIP HIGH SCHOOL DISTRICT 205

TITLE: Paraprofessional - Special Education

QUALIFICATIONS:

- Educator License with Stipulations (ELS) for paraprofessionals.
- State of Illinois and NCLB Approved Paraprofessional
- Effective oral and written communication skills, Basic English and Math skills.
- Basic knowledge of technology and ability to apply knowledge to assigned areas of responsibility.
- Ability to communicate and work well with all stakeholders.
- Experience working with students with disabilities in an academic environment is preferred.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, sit, stoop, kneel, crouch, crawl, talk or hear. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; and climb or balance. The employee must regularly lift 40 lbs. and or push/pull up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment.

REPORT TO: Special Education Department Chair/Special Education Program Coordinator

JOB GOAL: To help maintain a positive learning environment while assisting students with th instructional, physical and behavioral/emotional needs.

PERFORMANCE RESPONSIBILITIES:

1. Assist students in meeting their instructional, behavioral and individual goals, in a variety of settings.
2. Assist students with personal care tasks, including but not limited to, lavatory, clothing, hygiene, diapering, toileting and wash-up routines.
3. Assist students with mobility needs such as, lifting and positioning students, lifting in and out of wheelchairs and therapy functions under the direction of certified related service personnel.
4. Maintain strict confidentiality regarding all matters pertaining to students.
5. Communicate instructional and behavioral information regarding students to the classroom teacher and appropriate school personnel.
6. Assist in procedural duties that include but are not limited to: instructional record keeping, daily routine procedures and preparation of instructional materials when assigned under the supervision of the classroom teacher.
7. Request direction, instruction, or guidance for new or unfamiliar tasks.
8. Refer questions from families or the community to the appropriate channels.
9. Performs other related duties, including special projects, as required or requested, consistent with reasonable expectations for the contractual position.

EVALUATION: Performance of this job will be evaluated yearly by the administration in accordance with provision of the Board of Education Policy.