



NILES TOWNSHIP HIGH SCHOOL DISTRICT 219

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Skokie, IL 60077
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www.niles219.org

Paraprofessional, Life Skills

REPORTS TO: Director of Special Education

POSITION OBJECTIVE: The Life Skills Paraprofessional provides instructional, behavioral, and personal care support to students with significant cognitive, developmental, and/or physical needs. Working under the direction of a licensed teacher and special education administrators, the paraprofessional supports students in acquiring functional academics, independent living skills, social-emotional skills, and vocational readiness in classroom and community-based settings.

MINIMUM QUALIFICATIONS:

1. Illinois Paraprofessional License or Substitute License as required by ISBE.
2. Experience supporting students with complex adaptive, behavioral, sensory, or communication needs
3. Ability to assist students with daily living and life skills, including feeding, toileting, mobility support, and personal care, while promoting independence.
4. Ability to safely lift, support, and assist students as needed, including occasional physical handling and transport, in a manner consistent with best practices and student safety protocols.
5. Knowledge of instructional practices, child development, and behavior support strategies.
6. Experience working successfully in a diverse, multicultural environment

REQUIRED SKILLS:

- Adherence to safety practices in all tasks
- Proficient in operating standard office equipment and using relevant educational software applications
- Skilled in preparing and maintaining accurate records
- Skilled in reading manuals, writing documents in prescribed formats, and presenting information to others
- Capable of solving practical problems in various situations
- Knowledge of instructional procedures and practices
- Understanding of age-appropriate student activities
- Familiar with safety practices and procedures
- Knowledgeable about stages of child development and behavior
- Understanding of social-emotional learning principles
- Knowledge of board policies, district, state, and federal regulations/laws
- Ability to schedule activities and manage time effectively
- Skilled in gathering and collating data

- Proficient in using job-related equipment
- Capable of operating equipment using standardized methods
- Able to work with a wide diversity of individuals and groups
- Ability to adapt to changing work priorities
- Effective communication with diverse groups
- Strong commitment to maintaining confidentiality
- Able to work as part of a team
- Ability to work with frequent interruptions

PERFORMANCE RESPONSIBILITIES:

Student Support and Instruction

- Support students in developing functional academic, organizational, behavioral, daily living, vocational, and social skills aligned with Individualized Education Programs (IEPs).
- Assist with direct instruction and reinforcement of classroom lessons including life skills
- Work with individual students and small groups to practice and generalize skills across settings.
- Implement instructional plans and accommodations as directed by the supervising teacher.
- Adapt materials and activities to meet diverse learning needs.
- Assist in crisis prevention and intervention services in a manner consistent with program policy
- Assist in the implementation of behavior management systems as established by the program

Classroom and School Environment

- Monitor student behavior and implement behavior intervention strategies as directed.
- Promote positive interactions and support students in developing appropriate social skills.
- Supervise students in the classroom and during passing periods, lunch, arrival/dismissal, field trips, and other non-classroom activities.
- Assist with maintaining an organized, safe, and inclusive learning environment.
- Operate and maintain instructional equipment and assistive technology.

Personal Care and Safety

- Assist students with personal care needs, including toileting, feeding, mobility, and hygiene, in a respectful and dignified manner.
- Support students with physical positioning, lifting, and transferring using appropriate safety techniques.
- Monitor student health, safety, and well-being throughout the school day.
- Adhere to all safety practices, emergency procedures, and district protocols.

Behavioral and Social-Emotional Support

- Implement behavior intervention plans and proactive strategies to support positive behavior.
- Monitor and document student behavior and progress toward IEP goals.
- Support students in developing appropriate social interactions, communication skills, and self-regulation.

Collaboration and Communication

- Work collaboratively with teachers, related service providers, administrators, and support staff.
- Communicate effectively regarding student progress, needs, and concerns.
- Maintain confidentiality of student records and information at all times.
- Assist with data collection, record keeping, and documentation as required.

TERMS OF EMPLOYMENT: 187 day working calendar

WORKING CONDITIONS: The position requires frequent standing, walking, bending, stooping, kneeling, crouching, and the ability to assist with lifting, transferring, and positioning students. The position may require assisting students with mobility, personal care, and use of adaptive equipment. Fine and gross motor skills are necessary to operate instructional materials, assistive technology, and safety equipment.

SALARY RANGE: P1 + SPED stipend, with additional hourly bump for BA degree or higher

Apply online at: www.niles219.org

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.

Niles Township High Schools District 219 is an equal-opportunity employer. It is the policy and practice of District 219 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 219 ensures equal employment opportunities regardless of race, creed, sex, sexual orientation, color, national origin, religion, age, or handicap.

2/26/2026