



Community Unit School District 300 Job Description

Position Title: Special Education Classroom (Elementary and Middle School) Paraeducator	
Position Code: B Bilingual: A	Employee Group: DESA
Salary Grade:	Supervisor title: Principal or designee
Date of preparation: February 9, 2015	

Job Purpose: Enhance the academic and social emotional achievement of the students with disabilities by supporting the students' needs in the classroom and unstructured environments via instruction, behavior management, and supervision as it relates to the needs of the students identified on the IEP.

Essential Job Duties:

- Assist the Instructor with classroom set up and class preparations.
- Provide individual and/or small group instruction in all facets of the curriculum (academic and social emotional) under the direction of the classroom teacher.
- Assist with the student development of organizational and study skills.
- Implement and monitor a behavior management program outlined in the classroom and/or IEP.
- Monitor and document the students' classroom performance and behavior.
- Provide safe passage for students.
- Provide support in unstructured settings for students.
- Guide and serve as a resource person to the students in a general education or special education setting.
- Maintain effective communication with school staff.
- Provide clerical assistance including Medicaid and technology.
- Other duties as assigned by the principal or designee as relates to this job description.

Qualifications:

Must possess:

- The required certification for the position.
- A desire to work with special needs and at risk students.
- Excellent written and verbal communication skills as identified in the interview process.
- A willingness to be trained in and utilize technology, including specific assistive technology.
- The willingness to learn and apply district initiatives designed to improve student academic and social and emotional progress.
- The willingness to learn and apply district training and initiatives to ensure a safe educational environment.
- Must demonstrate the ability to be flexible in the educational environment and with individual student needs delivering appropriate support as needed.
- Must enforce the District and School Policies and Procedures.

Disclaimer: This description reflects the assignment of essential functions at the time of creation; it does not restrict Education Services administration to collaborate along with the DESA president regarding the ability to assign or reassign tasks consistent with the job purpose.

Revised 03/24/15