



Community Unit School District 300 Job Description

Position Title: General Education Paraeducator	
Position Code: B Bilingual: A	Employee Group: DESA
Salary Grade:	Supervisor title: Principal or designee
Date of preparation: February 9, 2015	

Job Purpose: Improve the academic achievement to students through providing direct support to the general education classroom.

Essential Job Duties:

- Assist the Instructor with classroom set up and class preparations.
- Reinforce classroom instruction to individuals or groups of students.
- Act as a resource person for students as needed.
- Assist with the student development of organizational and study skills.
- Implement and monitor a behavior management program.
- Monitor and document the students' classroom performance and behavior.
- Provide safe passage for students.
- Provide support in unstructured settings for students.
- Maintain effective communication with school staff.
- Provide clerical assistance including 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 08/08/2024