

# Gurnee School District 56

## Job Description

Title: Paraprofessional Aide

### Qualifications:

1. Hold a valid Illinois PARA (ELSP) License.
2. Must be 19 years of age or older to serve students in PK-12
3. Beginning January 1, 2023, individuals who are 18 years of age may qualify for the ELSP License to serve students PK-8 by meeting the requirements outlined below.
  - a. Possess 60 semester hours of college credit from a regionally accredited institution.
  - b. Hold an Associate's degree or higher from a regionally accredited institution.
  - c. Hold a High School Diploma or GED and have passed the ETS Parapro Assessment with a minimum score of 460.
  - d. Hold a high school diploma or GED and have passed the applicable ACT WorkKeys assessments with minimum scores of 4 in:
    - i. Applied Mathematics
    - ii. Reading for Information/Workplace Documents with a score of 4.

Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

Reports To: Building Principal or Designee

Job Goal: To provide assistance in classroom duties so the teacher will have more instructional time with the students.

### Performance Responsibilities:

1. Perform assigned clerical work such as taking attendance, reviewing student records, preparing lists, etc.
2. Prepare materials for use by class. This includes cutting out patterns, assembling materials, or running copies as needed.
3. Prepare work stations for instructional use by teachers and class.
4. Support the implementation of Behavior Intervention Plans and development of functional and life skills, such as communication, self-care, organization, and daily routines (Help students with clothing, boots, etc. upon arriving and getting ready to go home and during recess).
5. Help escort students to any special teacher's room, washrooms, etc.
6. Supervise students during transitions, classroom activities, and other school settings as needed (indoor recess, outdoor recess, gym, bus holding areas, etc.)
7. Clean up after classroom activities, including general housekeeping duties.

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8. Work with individual students and small groups to support all content areas and answer questions about classwork.
9. Assist with differentiated instruction and assessment in reading, writing, math, and content subjects.
10. Model appropriate language use, communication strategies, and social interactions.
11. Provide support services for the instructional program as directed and facilitate positive peer interactions and inclusion in classroom and school activities.
12. Help the teacher implement planned student learning activities and behavior support plans with the use of proactive strategies to support emotional regulation and engagement as needed.
13. Assist teacher with technology and instructional resources as needed.
14. Perform any other duties as may be assigned by the classroom teacher or principal from time to time within the scope of the typical duties.
15. Maintain confidentiality and demonstrate professionalism at all times.
16. Participate in Late Start meetings and attend staff meetings as requested by building administrators.

### Terms of Employment:

See Collective Bargaining Agreement for Support Staff  
178-day teacher attendance work year

### Evaluation:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Services Personnel.