



Des Plaines Community Consolidated School District 62
Job Description

Multilingual Learner Paraeducator

Supervisor:	Principal, Classroom Teacher, Multilingual Department Administrators
Department:	Instructional Services
Location:	Campus Location
Employee Group:	DPESPA
FLSA Status:	Non-Exempt
Term:	10-Month (180 Days), Full Time
Hours:	7 hours daily, including 30 minute unpaid lunch

Summary of Role: The Multilingual Learner Paraeducator provides direct support to students in various educational settings, ensuring they have the necessary assistance to succeed academically, socially, and behaviorally. Working under the supervision of a certified teacher, the Paraeducator assists with general daily classroom activities including classroom instruction, behavioral management, and individualized student needs in both languages.

Essential Duties and Responsibilities:

- Makes decisions and demonstrates professional behavior that supports the mission, vision, goals and interests of the district, school and students.
- Assists with set up of the classroom and prepares materials for specialized instructional units.
- Assists in assembling/hanging materials on bulletin boards and keeping displays current.
- Provides one-on-one or small group support to ML students to reinforce classroom instruction.
- Assists students with academic tasks, social interactions, and daily routines.
- Supports students' needs as required including interpretation and translation support.
- Monitors and documents student progress and behavior, reporting concerns to the teacher and appropriate staff.
- Assists in modifying and translating classroom materials to meet students' diverse language learning needs.
- Supervises students in various settings, including classrooms, hallways, lunchrooms, recess, and field trips.
- Provides behavioral and emotional support, using positive reinforcement and de-escalation strategies.
- Collaborates with teachers and other staff to create an inclusive and supportive learning environment.
- Collaborates in parent involvement activities.
- Helps in the creation of a supportive, empathetic environment for students and parents.

- Under the direction of the teacher, communicates with parents (does not initiate conferences/appointments).
- Provides support in administering required state and local assessments.
- Maintains confidentiality and professionalism while working with students, families, and school staff.
- Performs other related duties as assigned.

Supervisory Responsibilities:

Supervises students as directed by the Principal/Administrator or Teacher.

Education and Experience:

- High School Diploma or equivalent.
- Hold or be eligible to hold an Illinois Paraprofessional license via the Illinois State Board of Education (ISBE)
- Experience working in a school environment with children is preferred.
- Ability to read, write and speak another language is required.

Knowledge and Skills:

- Strong interpersonal skills
- Demonstrates ethical behavior
- Demonstrated ability to work collaboratively and effectively with students, colleagues, parents and school community
- Demonstrated ability to work with children
- Demonstrates deep understanding of confidentiality related to student privacy
- Knowledge and ability in the areas of customer service, communications and office management
- Demonstrated ability to read, interpret and write verbal and written information, including writing routine reports.
- Communicates effectively with students, staff, parents, visitors and the community
- Ability to operate a computer and related software in an Apple and Google computer environment.
- Apply common sense understanding to carry out instructions furnished in written or oral, or diagram form
- Speaks clearly and concisely both in oral and written communication
- Performs duties with awareness of all district requirements and Board of Education policies

Physical Demands:

- While performing the duties of this job, the employee is regularly required to stand, walk, talk and hear.
- The employee frequently is required to stand, walk, use a computer/iPad, sit, and reach with hands and arms.
- The employee may occasionally be required to climb or balance; and stoop, kneel, or crouch.
- The employee must occasionally lift and/or move up to 30 pounds.
- The employee may be required to lift and/or move more than 30 pounds when working directly with a student.

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Daily use of computer monitors is required. Requires typing on the computer keyboard with frequent interruptions.
- The position requires the individual to meet deadlines and to interact with the school community and other workers.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The employee regularly works in a school building setting with children, and is subject to noises associated with both an educational environment and other settings such as a gymnasium, lunchroom or LMC.
- Work is usually conducted indoors, but outdoor work may be expected on an occasional basis.

Compensation:

This position is part of the Des Plaines Educational Support Personnel Association (DPESPA) and compensation is determined by a collective bargaining agreement.

Evaluation:

Job performance will be evaluated in accordance with the collective bargaining agreement.

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.

The information contained in this job description is not an exhaustive listing of the duties performed in this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

It is the policy and practice of District 62 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. Any individual needing assistance in applying for this opening should contact the office of the Assistant Superintendent of Human Resources.