



Certified Paraprofessional/ Non-Certified Paraprofessional

Job Category: Non-Certified

Status: Non-Exempt

Location: Rutledge Hall

Reports to: Building Principal

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrates the ability to work effectively with special education students and staff.
- Meets Illinois State Board requirements for paraprofessionals.

Job Goal

To assist classroom and special education teacher in the implementation of the instructional program for students with disabilities.

Performance Responsibilities

- Maintains an awareness of each student's individuality and responds in a manner conveying dignity and respect.
- Assists the classroom teacher in developing, organizing, preparing, and implementing instructional materials.
- Supports individual students through hands-on demonstrations and coaching in classrooms, under the direction of the classroom teacher and educational team.
- Provides assistance in implementing behavior management plans in the classroom under the direction of the classroom teacher.
- Assists the classroom teacher in meeting students' daily care needs.
- Assists educational teams in structuring school environments to enable inclusive educational activities for students.
- Assists classroom staff in maintaining a clean, safe, and organized environment for all students.
- Assists the classroom staff in data collection by observing and recording information on student progress and sharing information with the team.
- Completes other duties as assigned by the classroom teacher/supervisor to promote the overall instructional program.
- Provides clerical assistance when appropriate.
- Maintains student confidentiality.
- Performs other duties as assigned by the building principal.
- Participates in staff development activities and school improvement activities.

Physical, Sensory and Environmental Demands

Physical: The employee frequently is required to stand; walk; sit; use hands and fingers; sit continuously for extended periods of time; and reach with hands and arms. The employee must have the ability to use a keyboard and equipment typically found in a school setting.

Sensory: While performing the duties of this job, the employee is regularly required to talk and/or hear. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, read and interpret documents and instruction; frequent identification of letters, numbers, and symbols in a school environment.

Environmental: While performing the duties of this job, the employee is exposed to equipment and noise levels typical of a school environment. (2018)

Evaluation

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

Terms of Employment

Salary and work year to be established according to LSSU contract.