



MUNDELEIN ELEMENTARY SCHOOL DISTRICT 75

Job Description

TITLE: Paraprofessional

QUALIFICATIONS:

1. Educator License with Stipulations: Endorsed as a Paraprofessional Educator
2. Knowledge of child growth and development.
3. Ability to enunciate clearly and communicate positively throughout the workday.
4. Knowledge of the teaching-learning process.
5. Ability to work with people of various personality types.
6. Knowledge of classroom management techniques.

REPORTS TO: Director of Special Services; Building Administration;
Supervising Teachers

JOB GOAL: To implement on a daily basis all assistance toward maximizing student learning as deemed necessary and/or required to meet the personal and academic needs of each student under the direction of the classroom teacher(s).

PERFORMANCE RESPONSIBILITIES:

1. Works with individual or small groups of students to reinforce learning of materials or skills in all academic areas as directed by the classroom teacher(s).
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3. Facilitates in the supervision and classroom management of all students as directed by the classroom teacher(s) at all times during the school day.
4. Assists the classroom teacher(s) in preparing the classroom, materials and equipment for use in the specific instructional programs on a daily basis.
5. Assists with the supervision of students during emergency drills, assemblies, playground periods, lunch and field trips.
6. Provides information and help to any substitute teachers assigned in the absence of the teacher.
7. Assists students with completion of instructional assignments, distributes and collects materials, checks notebooks, corrects assignments, papers and supervises testing and make-up work as assigned by the teacher.

8. Maintains confidentiality of all information concerning students, staff or parents/guardians in any public setting and chooses the appropriate time, place and supervisor to discuss problems.
9. Communicates with parents via certified staff (e.g. classroom teacher(s); related service provider(s)).
10. As necessary, assist students with daily living skills such as dressing, undressing, lunch, snack, clean-up routines, toileting and washing routines.
11. Alters teacher(s) or SST staff to any problems or special information about an individual student.
12. Uses positive verbal and non-verbal communication and interaction skills when working with students, parents and district personnel at all times.
13. Participates in in-service trainings as assigned.
14. Based on student or school needs, paraprofessionals may be reassigned.
15. Perform those duties and tasks as assigned by the supervisor as may be necessary and appropriate to provide the students with all the assistance needed in maximizing their learning, and meeting the personal and academic needs of each student.

LANGUAGE SKILLS: Ability to read and interpret documents. Ability to write routine reports and correspondence. Ability to speak effectively before small groups.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to apply common sense to carry out instructions furnished in written, oral, or diagram form.

OTHER SKILLS AND ABILITIES: Ability to keep regular schedules and perform special tasks as assigned. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and board policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, kneel, crouch, stoop, reach, twist, and lift 25 pounds.

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 indoors. The employee must be able to meet deadlines within time constraints. The noise level in the work environment varies from low to moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions within the work environment.