



**Paraprofessional  
Exceptional Learners Collaborative - Job Description**

**Position Type:**

Non-Certified Support Staff

**Reports To:**

Assistant Director of ELC

**Essential Duties and Responsibilities:**

The paraprofessional will assist special education students with daily routines that ensure student access to curriculum including schoolwork, homework, test preparation, mobility, transitions activities and daily medical/safety needs. The paraprofessional will be expected to work collaboratively with certified staff and administration. The paraprofessionals will support teacher implementation of daily classroom programming including administrative support as requested. The paraprofessional support includes but is not limited to any of the following:

- Assist students with academic support in a variety of academic and social settings
- Assist students during community based instruction as directed by certified staff
- Assist students with following daily schedules and routines
- Assist students with toileting and hygiene as necessary
- Assist students with mobility throughout the school setting
- Assist students with transitions within the classroom and in the hallways
- Assist students to ensure medical safety
- Assist students with mobility throughout the educational setting
- Assist students with feeding as necessary
- Assist teacher with monitoring student behavior during structured and unstructured settings
- Assist with recording and/or reading of tests and assignments for students with accommodations
- Assist students with remaining on tasks and completion of coursework
- Assist in the development of study materials and/or modification of work
- Support student use of technology
- Transport students for community based experiences including mobility trips and leisure activities (such as swimming and other recreation sports)
- Provide safety needs for all students
- Provide job coaching for on site and community based work sites
- Participate in student meetings as directed by supervisor
- Participate and engage in on-site professional development
- Participate and assist in therapy sessions in collaboration with certified staff

**Job Requirements: Minimum Qualifications:**

- Valid Illinois Paraprofessional License
- College experience preferred
- Experience with high school and/or special needs student is beneficial but not required
- Appropriate certification for School Bus Permit required or willing to be obtained within the first 6 months of employment.

**Skills and Abilities:**

- Strong communication skills
- Ability to work collaboratively as part of a team
- Ability to work effectively with all members of the educational community
- Ability to maintain confidentiality and demonstrate professional discretion
- Ability to manage multiple tasks
- Effective oral and written communication skills with a variety of professionals

**Evaluation:**

Annual

**Physical Requirements:**

While performing job, employee is required to: (F = Frequently, O = Occasionally, S = Seldom)

Climb Ladders	S	Kneel	F	Lift/Carry>50 lbs	S	Push/Pull>50 lbs	S	Talk	F
Climb Stairs	F	Lift/Carry under 10 lbs	F	Push/Pull under 10 lbs	F	See	F	Twist	O
Crawl	O	Lift/Carry 10-25 lbs	O	Push/Pull 10-25 lbs	O	Squat	O	Walk	F
Hear	F	Lift/Carry 25-50 lbs	S	Push/Pull 25-50 lbs	S	Stoop/Bend	F		