



Frankfort School District 157-C  
10482 W. Nebraska Street, Frankfort, IL 60423  
Phone: 815-469-5922 Fax: 815-469-8988  
www.fsd157c.org

## **Job Description: Classroom/1:1 Paraprofessional**

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**Classification Group:** Education Support Personnel (ESP)

### **Job Summary & Essential Functions:**

Under the direction of a certified staff member, the Classroom/1:1 Paraprofessional is responsible for assisting with the care and supervision of an assigned group of students or individual students throughout the school day in accordance with the established Individual Education Plans (IEP) of identified students. The Classroom/1:1 Paraprofessional will provide supervisory assistance with car and bus riders, recess, in school hallways and other building areas when assigned. In addition, the Classroom/1:1 Paraprofessional shall maintain working knowledge of all student/staff handbooks and Board of Education policies and will be required to follow all administrative directives/initiatives.

### **Qualifications:**

- Valid/Active Professional Educator's License through Illinois State Board of Education (ISBE) registered in Will County, IL required.
- Demonstrated computer skills with experience using Microsoft Office.
- Ability to bend, carry, lift, push, pull, reach, sit, stand, walk and must be able to travel between job sites.
- Ability to lift, move or push 50 pounds for student assistance.
- Ability to physically assist students.
- Ability to interact closely with students with patience, flexibility and a caring attitude that caters to diverse learning needs.
- Ability to supervise and assist students in all weather conditions.
- Broad knowledge of office and administration procedures and functions.
- Must be detailed oriented with strong organizational, written and oral communication skills.
- Must be able to multi-task in high paced environment.
- Ability to proactively identify obstacles and implement solutions.
- Must maintain the highest level of professionalism, integrity, trust and confidentiality.
- CPI certified preferred.

### **Specific Duties:**

- Assists in the implementation of student Individual Education Plan (IEP) under the direction of the classroom teacher or applicable administrator including but not limited to carrying out BIPS, accommodations, aids and supports as listed in IEP.
- Maintains data records as directed by the classroom teacher or applicable administrator.
- Modifies the learning environment to accommodate the unique needs of the assigned student(s).
- Communicates to classroom teachers and/ or appropriate team members an observed changes in student behavior or response to specific stimuli or situations.



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- Assists students in health related or hygienic procedures to maintain a safe and caring environment conducive to the student learning environment.
- Attends building and department level meetings as required.

### **Supervisor:**

The 1:1/Classroom Paraprofessional will report directly to their assigned Classroom Teacher (if applicable) and/ or Building Administration, in consultation with District Administration and the Board of Education.

### **Additional Duties:**

The employee in this position will be responsible for any additional duties and/or responsibilities as assigned or required by Building Administration and/or District Administration.

### **Physical Activity:**

Work may require frequent bending, carrying, lifting, pushing, pulling, reaching, sitting, standing and walking.

### **Work Environment:**

Work is performed in both indoor and outdoor school settings that may include differing weather conditions. Noise associated with classroom activities, lunch and recess occurs on daily basis. Hazards are relatively non-existent.

### **Evaluation:**

Performance will be evaluated in accordance with the provisions of the Board of Education policy 5:320 on evaluation of Education Support Personnel at 90 (ninety) working days (probationary period) and annually thereafter.

### **Terms of Employment:**

This is a full time, 10 (ten) month position. Compensation determined by the Board of Education.

**Salary Range:** \$18.00 - \$21.00 (hourly)

### **Associated Benefits:**

- 13 sick days- completion of probationary period
- 2 personal days- completion of probationary period
- 8 Paid Holidays
- Bereavement Leave
- Health, Dental and Vision Insurance
- Retirement contribution
- 403b & 457b options
- Tuition Reimbursement Available