

Community Unit School District #205

Job Title:	Paraprofessional		
Location:	School Building	Terms of Employment:	Salary and work schedule as established by the Board.
Reports To:	Classroom Teacher, Principal, Director of Special Education or Designee	Board Approved:	March 8, 2021
Evaluation:	Performance of this job will be evaluated in accordance with provisions of the Board of Education’s policy on the evaluation of support services personnel.		
Qualifications: <ol style="list-style-type: none">1. Must hold a valid Illinois Paraprofessional license.2. Must be at least 19 years of age.3. Prefer experience or training as follows:<ol style="list-style-type: none">a. First aid training.b. Be able to work cooperatively with others.c. Knowledge and understanding of children and their educational difficulties.d. Empathic approach and knowledge of how to work with students with disabilities.4. Physical Demands: Must have ability to sit or stand for extended periods of time. Must be able to walk, bend, kneel, reach and push/pull up to 10 pounds. Must be able to move quickly and maneuver students in case of emergency. Must be able to restrain, or assist in restraining, student(s). Must be able to assist in lifting/moving up to 75 pounds.		Job Goals May Include: <ol style="list-style-type: none">1) Assisting the classroom teacher in providing program support to meet the IEP goals as defined for the special education student(s) in school activities.2) Assisting the teacher with classroom instruction by working with individual students or with small groups.3) Providing a well-organized, smoothly functional learning center environment in which teachers and students can take full advantage of available resources.	
Responsibilities (may include, but are not limited, to the following): <ol style="list-style-type: none">1. Provide instructional support to the classroom teacher/student(s) in implementing educational activities throughout the school day in and out of the building.2. Supervise and assist students as they interact with each other in and out of the building, during passing times, community training, field trips, recreational events, recess, general education classes, etc.3. Assist in maintaining a positive classroom climate by carrying out discipline according to class/district guidelines, teacher direction, and the student(s) IEP.4. Satisfactorily complete Crisis Prevention Intervention training and follow-up requirements when placed in a center based program or at the request of the building administrator of the Director of Special Education.5. Assist with physical interventions and monitor student(s) in time out situations as assigned.6. Supervise area and assist student(s) from school bus to rooms before and after school as assigned.7. Reads to students, listens to students read, and participates in other forms of oral communication with students.			

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8. Assist with toileting and/or diaper changing throughout the day as necessary and following procedures outlined by teacher. This may be required with our adult students as well as the children, or this duty may involve helping in a program different than the one to which you are assigned.
9. Assist in lunchroom with trays, cutting food, and with feeding and clean-up as needed. Assists with snack time/breakfast (if applicable).
10. Work with students to provide reinforcement, practice, and drill related to instruction according to the teacher's directions.
11. Assist the classroom teacher with record-keeping, materials preparation, and any other clerical or technical activities as assigned.
12. Assist the teacher by reading and/or reviewing assignments or tests with students.
13. Provide assistance for students as requested by an administrator/designee or by related services personnel (OT, PT, speech, adaptive PE, psychologist, social workers, supervisors, coordinators, and consulting teachers.)
14. Provide support to classroom teacher/student in implementing education activities throughout the school day in and out of the building as required by student's IEP.
15. Distributes and collects instructional materials, reinforces materials and concepts taught by teachers, reads and listens to students, assisting in group instruction, and assists in the library or media center.
16. Administers scores and records such achievement and diagnostic test as the teacher recommends for individual students.
17. Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests and abilities.
18. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
19. Keeps bulletin board and other classroom learning displays up to date.
20. Checks notebooks, corrects papers, and supervises testing and make up work as assigned by the teacher.
21. Checks library books in and out to staff and students.
22. Collects damaged books for repair by District Librarian.
23. Prepares books for reserve on teachers' requests and maintains the reserve shelf.
24. Prepares current magazines for shelving and maintains the back-number stacks.
25. Assists in the annual shelf read of library materials and recommendations for books to be weeded by the District Librarian.
26. Shelves incoming books.
27. Maintains current inventory of library supplies and suggests items for requisition.
28. Oversees the general neatness and attractiveness of the library and creates themed displays based on the District Librarian's suggestions.
29. Helps students locate reference materials and other instructional materials in the library.
30. Prepares overdue, lost, or damaged book notifications for students.
31. Collects and distributes repaired Chromebooks and records on spreadsheet.
32. Coordinates the distribution and collection of loaner Chromebooks daily.
33. Assists with the sending and receiving of Chromebooks from the CSI program.
34. Monitors student conduct and reports problems to certified staff.
35. Operates and cares for instructional equipment in the classroom,
36. Supervise area and assist student(s) from school bus to rooms before and after school as assigned.
37. If a child becomes ill, stay with the child until nurse or parent arrives as assigned.

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38. Assist student(s) with use and care of their belongings and materials.
39. Maybe required to escort students and monitor time-outs.
40. Attend required meetings and in-service training.
41. Serves as a source of information and help to any substitute teacher assigned in the absence of the regular teacher
42. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
43. Perform other such duties as may be assigned by the classroom teacher, principal, Director of Special Education, or designee.

Employee Name:		Date:	
Employee Signature			