

HEYWORTH COMMUNITY UNIT SCHOOL DISTRICT #4

JOB DESCRIPTION

Position Title: Paraprofessional

Department:

Reports to: Principal and Special Education Administrator

FLSA Class: Non-Exempt

Effective Date: Adopted 6/21/17; Revised 9/24/19 & 11/20/19

SUMMARY

This position is responsible for assisting the teacher in general daily classroom activities, working closely with students to provide academic, social-emotional, and/ or physical support, implement and reinforce teacher designed instruction to increase student success across all school settings.

DUTIES

1. Discuss assigned duties with special education and classroom teachers in order to coordinate instructional efforts.
2. Arranges and secures materials for the day's activities as assigned.
3. Arranges and creates modification to materials and activities as assigned.
4. Presents subject matter to students under the direction and guidance of the teacher.
5. Establishes professional and supportive relationships with the students without engaging in personal and emotional involvement.
6. Meets/escorts students at designated times.
7. Supervises students in less structured environments (PE, recess, hallways, cafeteria, playground, field trips)
8. Participates in professional growth activities.
9. Provides appropriate feedback to students.
10. Supervises independent and small group work effectively.
11. Assists students with self-care, hygiene, and feeding as necessary. Such assistance may include toileting, diapering, health care.
12. Completes checklists/ point sheets/ data charts on student performance (behavioral and/ or academic).
13. Supports students in crisis using de-escalation strategies.
14. Prepares thorough and up to date sub plans in the event of an absence.
15. Maintains a high level of ethical behavior and confidentiality of information about students.
16. Assists the classroom teacher in maintaining a professional and positive classroom environment.
17. Complies with building and district procedures and policies.
18. Perform any other duties as may be assigned by the administration.

QUALIFICATIONS

1. Associate's degree from a regionally accredited institution of higher education; completed 60 semester hours of college credit at a regionally accredited institution of

higher education; passed the ETS ParaPro assessment; or passed the applicable ACT WorkKeys assessments.

2. Must meet any other certification requirements of the state.
3. Must have excellent Oral and Written communication skills to work with teachers, education support personnel, building administrators and the general public.
4. Enforce school regulations and policies in a professional manner.
5. Ability to maintain good working relationships with fellow employees and pupils.
6. Must be able to lift and carry up to 50 lbs.
7. Requires employees to have the ability to push/pull up to 10 lbs.
8. Must be detail oriented.

SCHEDULING

The work hours for this position are from 8:00 a.m. to 3:30 p.m. The schedule is subject to change with district demands. Overtime is required when requested.