

## Joliet Township High School District 204

**Position Title:** Paraprofessional: Special Education

**Qualifications:**

1. Valid Illinois Professional Educator License with Stipulations: Paraprofessional (PLS-Paraprofessional)
2. Related experience to performance responsibilities
3. Such alternatives to the above qualifications as the Board may find acceptable

**Reports To:** Special Services Coordinator, AVAC Coordinator, or Director of Pathways

**Job Goal:** To provide instructional assistance in an effort to facilitate the educational progress and growth of students in support of the department and JTHS.

### **Performance Responsibilities**

#### PLANNING AND PREPARATION

- Monitor functioning of technology equipment/supportive devices and report concerns regarding equipment to appropriate staff in a timely manner.
- Assist in the preparation of instructional materials including but not limited to visual aids, bulletin boards, or room displays.
- Keep accurate attendance records as directed.
- Collect, grade or correct student work as directed.
- Observe and record student health needs (e.g., food and liquid intake) when needed.
- Observe and record data related to student interactions, initiatives, etc.
- Maintain and organize student data files as directed.

#### SCHOOL ENVIRONMENT

- Supervise and assist arrival and departure of students, by meeting buses or supervising entries, exits and grounds each day.
- Escort students to various settings throughout the building (from washroom and/or mainstreamed classes, passing periods, library, therapy sessions, etc.) as requested.
- Assist students in cleaning designated areas as assigned.
- Assist students in restrooms (supervise washroom breaks, changing diapers, changing briefs, clothing, or personal hygiene) as needed.
- Supervise students in various settings including during meals, P.E. activities or when otherwise requested.
- Model, prompt, and reinforce appropriate social behaviors.
- Facilitate appropriate social interaction among students.
- Assist in the follow through of planned behavior interventions.
- Provide physical proximity for students when needed.
- Transfer, lift, or position students as directed by appropriate professional personnel.
- Assist students in using wheelchair, stander, or other mobility devices when needed.
- Operate special equipment and/or systems as trained and directed in order to assist students with specific diagnoses (e.g. program computerized augmentative devices, brailers, etc.).
- Physical management of students.

## INSTRUCTION

- Assist teachers with maintaining inclusive, learner-centered environments.
- Supervise guided or independent practice in classroom or community.
- Circulate, answering questions or providing assistance as requested.
- Prompt students in utilizing previously learned strategies to solve problems and gather information.
- Facilitate students' active participation in cooperative learning groups.
- Design educational material, instructional aides, and activities to support learning under the direction of classroom teacher.
- Under the direction of the teacher, review lessons, reinforce instructional concepts, and provide drill and practice opportunities with individuals or small groups of students.
- Take notes or scribe for students as directed.
- Assist students with life-skills based curriculum in school or community.
- Help students implement and self-manage organization skills.
- File, summarize, or otherwise organize student work.
- Support inclusion of students with disabilities into general education settings.
- Attend comprehensive planning team meetings when invited or directed to share information related to student progress, instructional, social or daily living needs.
- Assist students in using portable keyboards, computers or other devices under the direction of the teacher, speech pathologist, OT/PT, etc.
- Supervise or assist students using technology tools.

## PROFESSIONAL RESPONSIBILITIES:

- Establish a positive rapport with students, staff, and families.
  - Consult or meet with teachers or other professionals as scheduled or directed.
  - Participate in meetings by contributing information, ideas, and assistance related to student performance.
  - Engage in positive solution finding steps to resolve areas of concern.
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- Assist teachers in communication with families if and when directed.
  - Consult with teacher or other direct supervisor about areas of concern.
  - Request direction, instruction, or guidance for new or unfamiliar tasks.
  - Refer questions from families or community to the appropriate channels.
  - Respect the legal and human rights of students, their families and school staff.
  - Communicate information to the appropriate personnel in a timely manner.
  - Maintain confidentiality of all information about students, families, etc.
  - Carry out assigned duties responsibly and in a timely manner.
  - Be prompt and regular in attendance.
  - Abide by school district/building policies, rules and team standards in all areas.
  - Maintain your composure and emotional stability while working with students and staff.
  - Work cooperatively with team members.
  - Be flexible, willing to listen, experiment and make changes when needed.
  - Participate in professional development and school improvement activities in order to maintain professional growth.
  - Demonstrate the ability to perform physical tasks associated with job.
  - Demonstrate the ability to perform activities that utilize the necessary technology tools available including web-based systems (e.g. check email, complete work orders, etc.).
  - Interpret and translate if bilingual and when available.
  - Perform other duties as assigned by supervisor or teacher.

**Terms of Employment:** Annual (10) month contract

**Salary:** Salary to be determined in accordance with the Paraprofessional Agreement.

**Evaluation:** Performance on job responsibilities will be evaluated annually by the supervisor in accordance with Board policy and the Collective Bargaining Agreement.

02/11/2013