

# **Wauconda Community Unit School District #118**

<b>TITLE:</b>	<b>PARAPROFESSIONAL</b>
<b>QUALIFICATIONS:</b>	Educator License with Stipulations endorsed for Paraprofessionals Certification in CPI (or willing to get and maintain yearly) Experience in or interest in working with young children with severe needs
<b>REPORT TO:</b>	Principal and the Director of Specialized Programs
<b>CONTRACT:</b>	180 days
<b>SALARY:</b>	Determined by the terms and conditions outlined in the contract

## **Job Description**

This small group program is designed to target the individual needs of students on the autism spectrum in the areas of communication, social, sensory, self-help, functional, and pre-academic/academic skills. The program will be delivered in a highly structured and supportive environment, designed to help students reach their full potential.

Under the direction of certified staff, the paraprofessional (Pre-K-elementary) uses specialized instructional methodologies in a small-group or 1:1 setting to meet the specific needs of individual students with severe challenges in the areas of communication, social, sensory, self-help, toileting/hygiene, functional, and pre-academic/academic skills, using research-based teaching approaches.

## **Primary Responsibilities:**

1. Works with students individually and in small groups to reinforce basic learning and implement assigned programs.
2. Assists in classroom preparations and strategies for reinforcing instructional materials and skills according to individual student needs.
3. Assists with record-keeping and data collection procedures to document student learning and performance.
4. Assists with classroom behavioral management
5. Assists students in non-instructional areas, such as supervising the student lunch, bus duty, playground duty, hallways, and other related non-instructional areas.
6. Accompanies students on field trips
7. Constructs, copies and distribute and use educational materials as needed.
8. Assist students with activities of daily living for the purpose of maximizing their ability to participate in school or learning activities.
9. Follows all applicable safety rules, procedures and regulations governing the proper manner of assistance for all students.

## **Wauconda Community Unit School District #118**

10. Ability to maintain confidentiality of information regarding students, employees and others.
11. Ability to establish and maintain cooperative working relationships with students and staff
12. Work under general supervision of principal and SSO Director and the immediate direction of a certified teacher.
13. Help teacher prepare instructional materials and classroom displays.
14. Help with inventory, care, and maintenance of equipment.
15. Assist students with personal care such as feeding, bathroom needs, toilet training and personal hygiene.
16. Work with individual students or small groups and conduct instructional exercises assigned by teacher.
17. Participate in staff development training programs, faculty meetings, and special events as assigned.
18. Comply with timelines, laws, and regulations as it relates to district, state, and federal policies and procedures
19. Plan and implement non-academic instruction in areas such as social skills, sensory oral skills, feeding, toilet training/hygiene, community-based instruction
20. Use CPI training and an understanding of the function of behavior to prevent behavior and intervene safely
21. Participate in building-level meetings as directed by the building principal
22. Participate in special education meetings as directed by the special education supervisor and collaborate with all staff involved with the students
23. Other duties as assigned by the special education administrator and building administration

This description is intended to provide a general idea of the type and level of work being performed by the person assigned to the job. It does not include an exhaustive list of all duties and responsibilities required of the employee.

### **Physical Demands:**

1. Lifting, carrying, pushing, and/or pulling.
2. Assisting with lifting, holding, or positioning students with disabilities (including physical, behavioral, and learning).
3. Sitting or stooping on the floor for extended periods of time.
4. Standing or bending over repeatedly throughout the day.
5. Completing outside duties such as assisting with transportation transfer, field trips, and supervising students on the playground.
6. Working well in noisy and crowded environments.
7. Independent mobility to move about the classroom and school throughout the day.
8. Vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **Wauconda Community Unit School District #118**

9. Performing other duties as assigned by the special education supervisor and building administration.