

JOB DESCRIPTION

Plainfield School District

Special Education Paraprofessional

Level 1 - Instructional, Resource, Catalyst Program

Level 2 - Early Childhood, BMBLC, LEAP, FBI, PA, PC, PSTEP, RISE, SCORE, TAP

Level 3 - BASES, Star Plus, FBI SELECT, PSTEP/Star Plus

Purpose Statement

The job of Special Education Paraprofessional is done for the purpose/s of assisting in the supervision, care and instruction of identified special education student(s) in the regular classroom or in a self-contained classroom or other building locations; assisting in implementing plans for instruction; implementing accommodations from IEP; monitoring student behavior during time in school; providing information to appropriate school personnel; attending to student's individual needs and accommodations; and possibly attend IEP meetings. Demonstrates support for the Vision, Mission, Beliefs and Goals of District 202. Upholds the established Board of Education policies, regulations and administrative procedures.

This job reports to the Principal or Administrator Designee

Essential Functions

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives and expectations.
- Administers tests, homework, make-up work, small group lessons, and one-on-one instruction, etc. under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Administers immediate first aid and medical assistance as instructed by a health care professional for the purpose of meeting immediate health care needs.
- Assists students (e.g. toileting/diapering, feeding supervision, following specific dietary and allergy plan, etc.) for the purpose of maintaining students' personal hygiene, self care and nutrition needs.
- Escorts students and directs expectations in hallways, to restrooms, other classrooms, and the gym if needed, and assists in the organization of materials.
- Attends trainings and in-service presentations (e.g. first aid, CPR, emergency procedures, autism, RTO, de-escalation, individual/team lift, etc.) for the purpose of acquiring and/or conveying information relative to the job functions.
- Communicates with teacher(s) and a variety of health care professionals (e.g. Building Nurse, Speech Therapist, Social Worker, Physical Therapist, Occupational Therapist/COTA, etc.) for the purpose of assisting in evaluating progress and/or implementing IEP objectives and other student needs.
- Fosters and maintains a positive and effective working relationship with teachers, administrators, support staff, District staff, students, parents, community and social media platforms for the purpose of adhering to the policies, regulations and administrative procedures.
- Implements under the supervision of assigned teacher, behavioral plans designed by IEP team for students with behavior disorders or other special conditions for the purpose of presenting and/or reinforcing learning concepts.
- Maintains professional confidentiality in all areas of responsibility for the purpose of adhering to the policies, regulations and administrative procedures.

- Monitors and assists students during assigned periods within a variety of school environments (e.g. restrooms, playgrounds, hallways, bus loading zones, cafeteria, parking lots, field trips, job training sites, etc.) for the purpose of maintaining a safe and positive learning environment.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Provides under the supervision of assigned teacher, instruction to students in a variety of individual and group activities (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives; implementing IEP plans; and ensuring students success in school.
- Remains with student(s) for the purpose of providing for the safety of student(s), removing student(s) when necessary and de-escalating situations outside the classroom.
- Responds, using appropriate safety protocols, to emergency drills, evacuations, and lockdown/hold in place situations for the purpose of resolving immediate safety concerns.
- Rides the bus with student(s) to/from school, as requested by administrator for the purpose of ensuring safety of and monitoring student(s) on field/community trips.

Other Functions

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: instructional techniques; operating equipment; monitoring activities in and out of the classroom; interpersonal aptitude; guiding to students; and effective/active listening.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; stages of child development/behavior; and child behavior management.

ABILITY is required to schedule activities; gather, collate, and/or classify data, and consider a variety of factors when using job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating in a positive, non-threatening manner; sensitivity to persons of diverse backgrounds; maintaining confidentiality; working as part of a team; working with constant interruptions; speak, read and write in English; and bilingual is beneficial.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 25% sitting, 25% walking, 50% standing. The job is performed in a generally hazard free environment.

Experience Job related experience is desired.

Education Targeted, job related education with study in job-related area.

Equivalency None Specified

Required Testing

Pre-employment Physical Exam

Pre-employment TB Clearance (Bonnie McBeth only)

Certificates and Licenses (one of the following:)

*Professional Educator License (PEL); or

*Substitute Teaching License (SUB); or

*Educator License with Stipulations (ELS/PARA) and 60 semester hours of college coursework; or

*Having a High School Diploma or GED and the ACT Workkeys Assessment: Applied Mathematics & Workplace Documents (score of 4 or higher); or

*Having a High School Diploma or GED and 460 or higher on the ETS Parapro Assessment

Continuing Educ./Training

Evaluation as outlined in the PASS Negotiated Agreement

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

05/18/2026

Salary Range

Employee Signature

Date

Employee Printed Name