



## **JOB DESCRIPTION / RESPONSIBILITIES**

<b>TITLE:</b>	Paraprofessional for Inclusion/Special Education
<b>REPORTS TO:</b>	Building Principal and Inclusion / Facilitating Teacher
<b>POSITION PURPOSE:</b>	Assist teachers in the implementation of the instructional program for students with disabilities. To provide support so that all students can become active and productive participants within that setting. To provide a well-organized, smoothly functioning environment that benefits the instructional program or other activities of the program

## **QUALIFICATIONS / EDUCATION:**

- High School Diploma
- Illinois Paraprofessional License
- Strong communication skills; team player
- Such alternatives to the above as the Board of Education may deem appropriate and necessary
- Valid Illinois driver's license

## **PHYSICAL ABILITY REQUIREMENTS:**

- Regularly required to walk or stand.
- Regularly required to sit, stoop, kneel, crouch, or crawl.
- Occasionally required to run.
- Required to report to school buildings or locations where district activities/functions take place.
- Ability to lift and carry at least twenty pounds.
- Ability to move around the classroom or other district locations.
- Ability to establish and maintain effective working relationships.
- Ability to see, hear, and comprehend directions provided in the English language.
- Ability to speak and write in the English language to communicate with students and others in the school community.
- Consistently maintains confidentiality.
- Ability to use a keyboard to enter, retrieve, or transform data/information.
- Ability to read and check documents for accuracy.
- Ability to travel with students/staff from place to place within a classroom, a building, and outside on school grounds, or at school activities/functions at various locations (if assignment involves direct work with students).
- Ability to sit with students on the floor, in small chairs, or next to tables and desks (if assignment involves direct work with students).
- Ability to travel on student/district transportation (if necessary).

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

1. Implements supplemental and supportive instructional strategies to selected students as designed by and under the supervision of the classroom teacher and related services support staff in the school and community environment.
2. Collaborate with the teacher regarding student progress, interest levels, and/or problem areas.
3. Assist with self-care needs (toileting, grooming, dressing, diapering feeding, positioning, transferring, etc.) of students, as necessary.
4. Assist with students' mobility around school and community environments and accompany students to the library, music, art, technology, and physical education classrooms as designated.
5. Escort special education students to and from assigned classrooms, the nurse, the speech pathologist, the occupational therapist, or other related services as required by the student's IEP.
6. Provide students with any assistance needed for successful participation during the day.
7. Provide related services under the direction and monitoring of special education staff.
8. Under the direction of the classroom teacher, provides assistance in implementing behavior management plans in the classroom and community environments.
9. Organize and obtain appropriate instructional materials.
10. Assist the teacher in maintaining classroom discipline and alert the teacher to any problem or special information about individual students.
11. Work with individuals in small groups at the teacher's request in review, reinforcement, enrichment, and/or expansion of skills and concepts presented.
12. Monitor testing and organize classwork and home communications, as assigned by the teacher.
13. Supervise students in the hallway, at lunch, on the playground, before and after school,3 and during recess.
14. Attend in-service training programs, as assigned.
15. Utilize confidential and personal information concerning students and staff for professional purposes only, and in accordance with District regulations.
16. Assist in devising special strategies and materials for reinforcing concepts or skills based on an understanding of individual students, their needs, interests, and abilities.
17. Serve as a resource to any substitute teacher assigned in the absence of the regular teacher.
18. Perform such other duties and assume such other responsibilities as may be assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Communicate effectively and professionally with students, staff, and parents via written and/or oral forms of communication.
- Understand and perform positive behavioral interventions (if assignment involves direct work with students).
- Maintain a record of dependability as evidenced by consistent attendance, punctuality, and attention to work.
- Perform simple and repetitive tasks as well as complex and varied tasks.
- Establish and maintain cooperative working relationships with building staff and administration.
- Model non-discriminatory practices.
- Demonstrate organization and flexibility.
- Carry out instructions furnished in the written, oral, or kinesthetic form.
- Maintain an organized workspace.
- Ensure confidentiality of sensitive/confidential information.

- Exhibit professionalism in appearance and demeanor.
- Adhere to established work and safety procedures.
- Work independently and within a team environment.
- Deal with others in high-stress situations.
- Organize tasks and set priorities, including managing multiple tasks simultaneously and completing said tasks on schedule.
- Maintain emotional control while under stress.

**TERM OF EMPLOYMENT:** 176-day work year at compensation set by the Board of Education in compliance with the current collective bargaining agreement with the Classified Employees Association of Lisle (CEAL).

**EVALUATION:** Performance will be evaluated at least annually in accordance with the Board of Education's policy on evaluation.

**This job description is intended to describe the general nature and level of the work being performed by employees assigned to this position and is not an exhaustive list of all duties and responsibilities. The school district reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.**

**Fair Labor Standards Act (FLSA) STATUS:** Non-Exempt

**APPROVED:** September 16, 2024