

LaSalle-Peru High School Position Description

Position Title:	Special Education Classroom Paraprofessional	
Department:	Special Education	
Reports to:	Special Education Division Chair	
Date Prepared:	December 1997	
Revised:	December 2017, May 2023	Category: Non-exempt

Duties include but are not limited to the following:

PRIMARY FUNCTION

The primary function of the Special Education Paraprofessional is to provide support to the instructional program with specific responsibility for assisting in the supervision, care, and instruction of students with special needs in the general education setting or in a self-contained classroom; assisting in implementing plans for instruction; monitoring student behavior; assisting with personal hygiene and care when needed; transporting students for community experiences as needed; and providing information to appropriate school personnel.

QUALIFICATION - EXPERIENCE - KNOWLEDGE

A valid Illinois Paraprofessional License is required *or* completion of 60 semester hours of college credit at a regionally accredited institution of higher education (evidence is an official transcript); *or* obtained an associate degree (or higher) at a regionally accredited institution of higher education (evidence is an official transcript); *or* a valid Illinois Professional Educator License. A valid Illinois Driver's license.

PROFESSIONAL RESPONSIBILITIES

Relationship to the Organization:

1. Demonstrates support for the Vision, Mission, Beliefs, and Goals of District 120.
2. Upholds and demonstrates compliance with the established laws, regulations, District policies, and procedures.
3. Maintains strictest confidentiality required by laws, regulations, policies and directives established or provided by the Board of Education and/or Superintendent.
4. Serves as a contributing member to the school community.
5. Accepts and utilizes constructive suggestions from supervisor.
6. Participates in training for the purpose of providing or receiving information, adhering to the medical requirements of individual students, and updating skills.
7. Adheres to District guidelines regarding facilities and equipment.

Relationship to Colleagues:

1. Fosters and maintains positive and effective working relationships with teachers, administrators, support staff, District staff, students, parents, and the community.
2. Ability to demonstrate regular attendance and punctuality
3. Relates positively to co-workers.
4. Ability to respond to changing situations in the workplace and exhibit flexibility
5. Ability to operate standard office equipment including using pertinent job related software applications and preparing and maintaining accurate records
6. Serves as a wholesome role model for students, staff, and community in terms of attitudes and behavior.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Acts as a mandated reporter for the purpose of ensuring the safety of the students.
2. Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives and meeting IEP goals.
3. Administers tests, homework, make-up work, etc. for the purpose of supporting student needs in the classroom.
4. Assists students (e.g. diapering, lifting, transitioning from desk to wheel chair etc....) for the purpose of attending to the student's personal hygiene and care needs.

5. Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
6. Communicates with supervising instructional staff, and a variety of health care professionals, and professional support personnel for the purpose of communicating progress or implementing IEP objectives.
7. Escorts student (e.g. bathroom, classroom, community etc....) for the purpose of ensuring an efficient and safe arrival to and/or from a destination.
8. Implements, under the supervision of assigned teacher, research based interventions for the purpose of presenting and/or reinforcing learning concepts.
9. Intervenes in potential conflicts and/or therapeutic approaches for the purpose of diffusing confrontations and minimizing disruptions.
10. Maintains instructional materials and/or manual and electronic files/records for the purpose of ensuring availability of items; providing written reference; and/or meeting mandated requirements.
11. Monitors student's daily schedule and behavior plan for the purpose of maintaining a safe and positive learning environment.
12. Provides, under the supervision of assigned teacher, instruction to the student in a variety of individual and group activities for the purpose of reinforcing instructional objectives; implementing IEP plans; and ensuring the student's access to his/her least restrictive environment.
13. Supervises and/or transports individual and/or groups of students in a variety of settings (e.g. community field trips, hallways, bus loading areas, cafeteria, parking lots, classrooms, etc.) for the purpose of providing a safe and positive learning environment and community experience opportunities.
14. Prepares the learning environment to allow the student to participate in classroom activities.
15. Supervises and escorts the student during any and all emergency drills or during actual emergencies for the purpose of providing a safe learning environment.
16. Attends, when requested, any problem solving/IEP meetings and provides input as to the student's progress for the purpose of maintaining a whole student approach to his/her education.
17. Collects data on the student's IEP goals for the purpose of maintaining accurate records and engaging in data based decision making.

RISK MANAGEMENT FUNCTIONS

- Take necessary and reasonable life safety precautions to protect self, students, fellow employees, and visitors.
- Take necessary and reasonable physical property safety precautions to protect equipment, materials, and facilities.
- Observe and report hazardous physical conditions endangering persons and property.
- Observe and report unauthorized persons or suspicious property on school property.

EVALUATION: There will be an annual performance evaluation for this position.

Employee Signature: _____ Date: _____