



CARY SCHOOL DISTRICT 26  
JOB DESCRIPTION  
**PARAPROFESSIONAL**

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**Reports To:** Building Principal

**Supervises:** N/A

**Position Summary:**

The School Paraprofessional supports teachers and students in the classroom by providing instructional assistance, behavior management, and one-on-one or small group support. This role is essential in fostering a positive and inclusive learning environment and ensuring students' individual educational needs are met. The ideal candidate is patient, adaptable, and committed to student success.

**Qualifications:**

- Paraprofessional license through the State of Illinois is required
- 2 Years of experience working with school-aged children is preferred

**Responsibilities Include:**

- Assist classroom teachers in delivering instructional activities and lesson plans.
- Provide one-on-one or small group support to students who need additional help.
- Support students with special needs by following individualized education plans (IEPs).
- Help manage classroom behavior and reinforce positive behavior strategies.
- Prepare instructional materials and classroom resources as directed by the teacher.
- Supervise students in various settings, including the classroom, cafeteria, and playground.
- Monitor and track student progress, providing feedback to the teacher.
- Foster a safe, respectful, and inclusive classroom environment.
- Collaborate with teachers, administrators, and support staff to meet student needs.
- Participate in training and professional development opportunities.
- Assists in the preparation of projects with assembling or organizing materials and supplies.
- Perform other duties or tasks as assigned by the supervising teacher or building principal.

**Skills:**

- Strong communication and interpersonal skills.
- Patience, empathy, and the ability to work well with diverse student populations.



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- Basic knowledge of classroom management techniques and instructional strategies.
  - Ability to follow directions and collaborate effectively with teachers and staff.
  - May require some physical demands depending upon the needs of students
  - Mental alertness is required to deal with constantly changing demands of student situations

**TERMS OF EMPLOYMENT:**

This is a 10 Month – 179 Day position. Salary and benefits as established by the Board of Education.

**JOB DESCRIPTION CREATION / REVISION DATE:**

2/20/2025