

JOB DESCRIPTION

SPECIAL EDUCATION SUPPORT PROFESSIONAL

Report to: Building Principal

Qualifications:

The Special Education Support Professional must be licensed through the ISBE. Experience with children is required. In addition, this person shall possess the personal characteristics and ability to work closely and cooperatively with district staff.

Duties and Responsibilities:

The Special Education Support Professional will assist the Special Education teacher in supporting students. All qualifications are considered essential to fulfill the requirements for the position of Special Education Support Professional. Specific duties and responsibilities include the following:

- Assist the Special Education teacher in providing support for the educational activities and physical care of students as assigned by the teacher.
- Assist the Special Education teacher with record-keeping, data collection, materials preparation, and any other clerical tasks.
- Supervise classroom activities or lessons for individuals/small groups of children under the direction of the teacher.
- Supervise students' playground and leisure time activities during the school day as assigned by the teacher.
- Support students in the general education environment as assigned by the teacher.
- Perform other duties assigned by the classroom teacher and/or building principal, which the employee is qualified to perform.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in a classroom environment where the noise level is moderate. Occasional travel for the school district may also be required.

Employee Acknowledgement _____ Date _____

The above statement reflects the general details necessary to describe the principle function of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.