



Palos Heights School District 128

Job Title: General Ed Intervention Paraprofessional K-8	Department: Support Staff
Reports To: Building Principal	Terms of Employment: 10-month Contract

Job Description Overview:

The paraprofessional is responsible for providing assistance to instructional programs by assisting certified staff in achieving educational objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole. The paraprofessional assists the teacher in providing a well-organized, smoothly functioning classroom environment in which students can take full advantage of the instructional program and available resource materials.

Qualifications:

- Current Illinois Paraprofessional Licensure
- Minimum 60 college credits; Bachelor's Degree preferred
- Professional Educator Licensure preferred
- Ability to communicate effectively orally and in writing
- Experience in instructional setting preferred

Principal Duties & Responsibilities (Essential Functions)

- Executes instructional activities with individual students or small groups of students guided by instructional specialist direction
- Plans and supports instruction for small groups or individual students, as well as for students participating in the general classroom activities
- Administer assessments to students to monitor progress in relationship to established goals
- Administers procedures in the school positive behavior support plan (PBIS)
- Maintains a high level of ethical behavior and confidentiality of information regarding students
- Assists with the supervision of students during emergency drills
- Observes and intervenes to redirect inappropriate behavior.
- Assists, monitors, and guides the student to pay attention, participate in activities, and complete tasks

- Ability to establish and maintain productive working relationships with students, staff, and parents
- Ability to work on multiple tasks and prioritize appropriately
- Ability to recognize areas of concern relating to student issues and collaborate with relevant staff to recommend appropriate solutions to problems
- Ability to communicate effectively
- Ability to exercise initiative and make independent decisions to reschedule work to meet deadlines or to effectively handle emergency work
- Acts as a classroom substitute upon request of the Principal
- Performs supervision duties related to arrival, dismissal, lunch and recess
- Other duties as assigned

Physical Requirements:

- The usual and customary methods of performing the job's functions require the following physical demands: standing or sitting for long periods of time, walking long distances (field trips), some lifting, carrying, pushing, and/or pulling
- Requires the physical strength to occasionally assist in lifting or carrying of students
- The job may also require the ability to push/pull objects, stoop, kneel, crouch or crawl
- Requires regular attendance and/or physical presence at the job
- The employee should have the physical capabilities to perform all job functions

Disclaimer

- Nothing in this job description restricts administration's right to assign or reassign duties and responsibilities to this job at any time
- This description reflects administration's assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned
- This job description is subject to change at any time
- District 128 will make reasonable accommodations in compliance with the American with Disabilities Act of 1990