



Palos Heights School District 128

Job Title: Special Education Paraprofessional K-8	Department: Support Staff
Reports To: Building Principal, Director of Student Services	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 following teacher direction and modeling
- Provides assistance to students during special classes (art, music, etc.)
- Assists students in special education and general education settings
- Assists in preparation of materials for class, classroom activities, and assignments
- Implements behavior management programs designed by teachers and/or student services personnel
- Records data related to student Individualized Education Plan (IEP) goals
- Administers procedures in the positive behavior support plan (PBIS)
- Assists with student use of equipment when needed
- Provides general maintenance of instructional assistive equipment including cleaning and disinfecting when needed
- Serves as a source of information and help to any substitute teacher assigned in the absence of the certified teacher
- Maintains the same high level of ethical behavior and confidentiality of information regarding students

- Assists students leaving and entering transportation vehicles, accompanies students to and from classroom if needed
- Assists with the supervision of students during emergency drills
- Assists students with activities of daily living such as eating, grooming, bathing, and hygiene related to toileting, etc. when relevant
- Monitors the incidence and prevalence of designated health problems or medical conditions when relevant
- 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 case manager(s) 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.
- Perform 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