



Posen-Robbins School District 143 ½

JOB DESCRIPTION

TITLE: PARAPROFESSIONAL

PURPOSE STATEMENT

The job of a Paraprofessional is for the purpose(s) of providing support to the instructional program with specific responsibility for assisting in the supervision, care, and instruction of students in the regular classroom or in a self-contained classroom; assisting in implementing plans for instruction; monitoring student behavior; and providing information to appropriate school personnel.

REPORTS TO

Building Principal

Classroom Teacher (if applicable)

ESSENTIAL FUNCTIONS

- Demonstrate support for the mission, beliefs, and goals of the Posen Robbins School District 143 ½.
- Uphold the established Board of Education policies, regulations, and administrative procedures.
- Create a classroom and school environment that is conducive to learning.
 - Assist the classroom Teacher in implementing all policies and/or rules governing student life and conduct.
 - Maintain order in the classroom in a fair and just manner for the safety and well-being of the students.
- Maintain and improve professional competence.
- Attend meetings, serve on committees, and perform other duties and assume other responsibilities as may be assigned by the principal or designee in accordance with the contract and Board of Education.

JOB RESPONSIBILITIES

- Adapt classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom
- Administer tests, homework, makeup work, etc. for the purpose of supporting teachers in the classroom.
- Assist teacher with lesson preparation by getting materials ready and setting up equipment.
- Attend meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
- Collaborate with lead teachers to recognize issues students are facing and recommend solutions.
- Communicate with supervising instructional staff, and professional support personnel for the purpose of communicating a student's progress

- Document student progress and communicate with parents to keep them informed.
- Help students, when necessary, with their personal hygiene and care needs and arrival to/from destinations
- Implement under the supervision of assigned teacher, research-based interventions for the purpose of presenting and/or reinforcing learning concepts.
- Intervene in potential conflicts utilizing appropriate physical and/or therapeutic approaches for the purpose of diffusing confrontations and minimizing disruptions.
- Maintain 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.
- Monitor student's daily schedule and behavior plan for the purpose of maintaining a safe and positive learning environment.
- Oversee students during non-classroom times including in-between classes, during lunch, and on field excursions.
- Provide, under the supervision of assigned teacher, instruction to students in a variety of individual and group activities for the purpose of reinforcing instructional objectives to ensure student success in school.
- Supervise individual and/or groups of students in a variety of settings for the purpose of providing a safe and positive learning environment
- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the classroom

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

- Minimum of a Paraprofessional Endorsed Educator License (ELS), which must be registered in Cook County.

To qualify for a Paraprofessional Educator License, you must have:

- Application for Paraprofessional Approval (ISBE Form 73-95); **AND**
- A secondary school diploma or its equivalent (GED); **AND**
- One of the following:
 - College transcript showing at least 60 semester hours of credit; **OR**
 - Associate degree or higher from an accredited institution; **OR**
 - ETS ParaPro Assessment score of 460 or higher; **OR**
 - ACT WorkKeys assessment scored; Applied Mathematics – 4; Reading for Information – 4; Business Writing – 3.

TERMS OF EMPLOYMENT

Salary and work year as established by the Board of Education

EVALUATION

Performance of this job will be evaluated by the Building Principal or designated administrator in accordance with the Board of Education's policy on Evaluation of Professional Personnel.

SALARY

Salary is based on our 2025/26 paraprofessional salary schedule. Placement is based on years of experience as a licensed paraprofessional.

BENEFITS

Benefits include:

- Paid sick and personal days
- Medical, dental, vision and life insurance plans
- Illinois Municipal Retirement Fund (IMRF)
- Tuition Reimbursement
- PRSD University