

TITLE: PARAPROFESSIONAL

REPORTS TO: Principal or assigned administrator

PRIMARY PURPOSE:

The primary purpose of this position is to support the classroom teacher in order to optimize the delivery of comprehensive educational services.

QUALIFICATIONS:

- Holds a high school diploma and/or equivalent, college experience preferred.
- Holds appropriate Illinois paraprofessional/NCLB certification/approval.
- Preference will be given to individuals who speak Spanish.

ESSENTIAL FUNCTIONS:

Working under direct supervision of administration and one or more teachers, a paraprofessional may be required to perform some of the following tasks:

1. Professional Responsibilities

- a. Make decisions that demonstrate support of the mission, vision and goals of the district and are in the best interest of the children under his/her care.
- b. Demonstrate ethical behavior and confidentiality of information about students in school environment and community and in accordance with school district policy and procedures,
- c. Assist with classroom activities under the direction of the certified teacher.
 - i. Assist with instructional modifications recommended by planning team.
 - ii. Collaborate with the teacher(s) regarding children's progress, interest levels, or problem
 - iii. Check student assignments with students, monitor testing and makeup work, organize class work and homework, as assigned by the teacher for the work relevant to the students with disabilities.
 - iv. Work with individuals or small groups at the teacher's request to review, reinforce, enrich and/or expand skills and concepts presented.
 - v. Circulate and monitor student work, and proctor assessments as assigned by the certified staff
 - vi. Assist students with lessons and assignments in regular classrooms
 - vii. Adapt classroom activities to the capabilities of the student
 - viii. Implement age and developmentally appropriate activities
 - ix. Assist teacher and students with organizational needs in the classroom
 - x. Assist in maintaining individual student's progress records for review and program planning
 - xi. Assist with daily charting of progress on academic and behavioral charts relevant to students with disabilities.
 - xii. Set up audiovisual equipment and communicative devices relevant to the modifications necessary to meet the needs of students with disabilities.
- d. Help to maintain a positive classroom environment, utilize appropriate language, interactions and positive discipline and model positive behavior.
- e. Maintain order with the students and comply with and assist in teacher's methods of maintaining classroom discipline.

- f. Perform assigned supervision of students during lunch periods, play periods, hallways and all other supervision needs
- g. Work as a member of the students' team
- h. Perform clerical, classroom maintenance, and instructional duties as assigned
- i. Alert the certified staff to any problem or special information about an individual student.
- j. Maintain a safe working environment
- k. Continue to improve expertise and job related skills and engage in professional development activities
- l. Receive the students from the bus, parents' cars/ etc. Ensure that students are picked up after school
- m. Conducts prescribed therapeutic and exercise programs for physically exceptional students
- n. Demonstrate proficiency of technology skills necessary to successfully carry out duties as well as assisting individual student's utilizing any assistive technology to support their instruction

2. Communication/Organization

- a. Participate as a member of the students' team and implement the individual program as directed.
- b. Participate in all facets of the program designed to develop the language, independence, mobility and self-help skills of students
- c. Encourage students to function as a member of the group by involving other students in activities and encouraging independence and self-help skills
- d. Redirect parental questions/concerns to supervisors.
- e. Monitor students for health problems issues when applicable

3. Professional Development

- a. Participate in team meetings as warranted and communicate and share ideas and concerns with supervisors.
- b. Engage in professional development opportunities to assist in developing competencies.
- c. Participates as an active member of the school community.

4. Job Specific Responsibilities

- a. Attend to personal needs of students in the program. (i.e. feeding, toileting, clothing, general care, secure students in walkers or other equipment, move or position students).
- b. Perform supervision of lunch, playground and bus activities as assigned by the principal.
- c. Assist with lunch, snack, and clean-up activities.
- d. Perform clerical work relevant to the students with disabilities.
- e. Some lifting of students, equipment, or materials may be required, not to exceed forty (40) pounds. Lifting of over forty (40) pounds will require the assistance of another adult.
- f. Clean and store materials and equipment after use.
- g. This job description is a guide and not an exhaustive list of all duties of the position, other duties and responsibilities may be assigned by the Principal and his/her designee in accordance with the collective bargaining agreement and the Board of Education.

TERMS/CONDITIONS OF EMPLOYMENT:

- Employment as determined by the annual school calendar.
- Terms/conditions of employment as established by the agreement between the Board of Education and the Queen Bee Education Association.

EVALUATION:

- Performance is evaluated annually by the principal and/or the assigned administrator through a collaborative process.