

RICH TOWNSHIP HIGH SCHOOL DISTRICT 227

Position Description



Job Title: Instructional Assistant/Paraprofessional - Special Education
Reports To: Building Administrator
Category/FSLA Status: Non-Exempt
Terms of Employment: 10-Month
Hourly salary as established by the Agreement

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Minimum of 30 college hours.
2. Meets the requirements of the State of Illinois for a Paraprofessional license.
3. Assisting the teacher in maintaining a positive learning environment through the assistance of the implementation of lesson plans and the students Individual Education Plan.
4. Positive interpersonal and effective relations skills.
5. Knowledge of computers and ability to learn new systems
6. Must be willing to assist students in a variety of situations. This might include assisting physically impaired students with toileting and other activities which might involve lifting. There might also be occasions where students must be monitored constantly.

JOB GOAL

To assist the teacher in facilitating student achievement goals set by the Individual Education Plan (IEP).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Responsible for a reasonable level of knowledge of content material as determined by the Associate Principal for Teaching & Learning in conjunction with the teacher to whom you are assigned.
2. Assist students with any physical and health needs such as; lifting, changing, dressing, undressing, feeding, and toileting.
3. Supervises small group and individual student learning activities in the classroom.
4. Assists the teacher in applying remediation for diagnosed learning problems and assist students in testing situations.
5. Assists the teacher in applying intervention and prevention strategies to facilitate student achievement.
6. Tutors individual students or small groups.
7. Assesses student progress.
8. Consult with teacher on methodology, classroom management, or instructional approach.
9. Performs clerical work relevant to assigned students as assigned by the special education teacher.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 20 pounds such as adaptive equipment and supplies. The employee must frequently push/pull up to 90 lbs such as carts filled with supplies. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, and talk or hear. The employee is occasionally required to sit, to use hands and fingers to handle or feel objects, tools or controls; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to bend at the trunk more than the average person. Specific vision abilities required by this job include close vision and peripheral vision. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment.

PREPARED DATE: June 2015