



Rock Island-Milan School District 41

## **JOB DESCRIPTION**

### **POSITION INFORMATION:**

<b>POSITION TITLE</b>	Instructional Paraprofessional
<b>DATE CREATED/AMENDED</b>	August 31, 2025
<b>DEPARTMENT</b>	Teaching & Learning
<b>LOCATION</b>	School Site
<b>FULL-TIME/PART-TIME</b>	Full-time - 7 hours/ Part-time - 4 hours
<b>APPOINTMENT TERM</b>	182/days
<b>FLSA:</b>	Non-Exempt
<b>REPORTS TO</b>	Principal
<b>OTHER INFORMATION</b>	RIESPA - \$19.62 - \$25.78

### **POSITION SUMMARY INFORMATION:**

Under the direction of the principal or certified classroom teacher, the instructional paraprofessional provides instructional, behavioral, and supervisory support to scholars. This position assists in implementing lesson plans, reinforcing learning objectives, and supporting social, emotional and academic needs of scholars in various settings. The paraprofessional promotes a safe, inclusive, and positive learning environment while maintaining confidentiality and adhering to district policies and procedures.

### **Functions and Responsibilities**

#### **Instructional Support:**

- Assists the supervising teacher in providing academic, behavioral, and social-emotional assistance to scholars.
- Assist scholars with self-regulation, social skills, and problem-solving.
- Support scholars with special needs, including implementing accommodations and modifications included in Individualized Education Programs (IEPs) or 504 plans.
- Support scholars who are English Language (EL) learners.
- Works with scholars individually or in small groups to reinforce learning of material or skills initially introduced by the classroom teacher.

#### **Classroom Environment:**

- Prepare classroom materials, bulletin boards, and learning centers.
- Helps to ensure that classroom technology (computers, projectors, tablets) is ready for use.
- Operates and cares for equipment used in the classroom for instructional purposes.
- Assist with keeping learning areas clean, orderly, and free of hazards.



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- Assist with the care, storage, and distribution of textbooks, technology, and other resources.

### Supervision:

- Supervise scholar arrival and departure.
- Assist with the supervision of scholars during emergency drills, assemblies, play periods, and field trips.
- Supervision of scholars in the cafeteria during meals, on the playground, in halls and during restroom routines to minimize distractions and disruptions.
- Alert supervising teacher or principal of any problem or special information about an individual scholar.

### Professional Responsibilities:

- Maintain open communication with the supervising teacher or principal
- Participate in meetings, training, and professional development activities.
- Assist in grading simple assignments and/or recording scholar work as directed.
- Follow district and school policies, ethical guidelines, and legal requirements (such as FERPA).
- Demonstrate punctuality, reliability, and professionalism in all duties.
- Respect and promote diversity, equity, and inclusion.
- Seek clarification when unsure about responsibilities or instructions.

### Library Services:

- Assist with circulation services, including checking materials in and out, renewing items, managing holds, shelving books, etc.
- Assist scholars and staff locate and select books, digital resources, and other materials.
- Maintain the cleanliness and organization of library spaces, displays, and equipment.
- Support library programming such as book fairs, reading challenges, and author visits.
- Perform routine clerical tasks such as data entry, filing, and processing new materials.
- Adhere to copyright laws and district policies regarding the use of materials and technology.
- Create book orders as needed.
- Process new materials (add MARC record, assign barcodes, affix barcodes and spine labels and inform staff and scholars of new materials).

### Required Education:

The required education needed for a Paraprofessional License

### Certifications and Licenses:

Professional Educator License (PEL), Substitute License or a Paraprofessional License

### Required Experience/Qualifications:

- 2 years working with scholars in an educational environment
- Experience working with diverse scholars



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**Required Knowledge, Skills, and Abilities:**

- General knowledge of a variety of subject areas
- Ability to assist scholars with academics
- Demonstrates patience
- Supports the school behavior management plan
- Good command of oral and written communications

**Physical Demands/Work Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and is generally a hazard free environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Acknowledgements:**

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other directives, and perform any other related duties as assigned by the Superintendent.

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Supervisor Signature

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Date

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Employee Signature

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Date