



## Rock Island-Milan School District 41

### **JOB DESCRIPTION**

#### Substitute Paraprofessional

#### **POSITION INFORMATION:**

<b>POSITION TITLE</b>	Building Paraprofessional
<b>DEPARTMENT</b>	Teaching & Learning
<b>LOCATION</b>	RIMSD 41 - Schools
<b>FULL-TIME/PART-TIME</b>	Full-time
<b>APPOINTMENT TERM</b>	182/Days
<b>FLSA: EXEMPT or NON-EXEMPT</b>	Non-Exempt
<b>REPORTS TO: TITLE of POSITION SUPERVISOR</b>	Building Principal
<b>OTHER INFORMATION</b>	RIESPA
<b>SALARY RANGE</b>	<b>\$15.86 per hour</b>

#### **POSITION SUMMARY INFORMATION:**

*Under the direction of the certified classroom teacher, the paraprofessional will assist by preparing tests, lesson assignments, gathering materials for assignments, maintaining records and files, and helping students individually and in groups. In addition, the paraprofessional will reinforce concepts and classroom rules and serve as a role model.*

#### **Functions and Responsibilities:**

- Administers, scores, and records results of such achievement and diagnostic tests the teachers recommend for individual students.
- Works with students individually or in small groups to reinforce learning of material or skills initially introduced by the classroom teacher.
- Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
- Operates and cares for equipment used in the classroom for instructional purposes.
- Helps students master equipment or instructional materials assigned by the teacher.
- Distributes and collects workbooks, papers, and other materials for instruction.
- Guides independent study, enrichment work, and remedial work set up and assigned by the teacher

- Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
- Facilitates large group activities such as drill work, reading aloud, and storytelling.
- Reads to students, listens to students read, and participates in other forms of oral communication with students.
- Assists students in the library or media center.
- Checks notebooks, corrects papers and supervises testing and make-up work as assigned by the teacher.
- Checks and records student attendance.
- Collects and records collection of money.
- Helps students with their clothing.
- Assists with lunch, snack, and clean-up routines.
- Assists with wash-up and restroom routines.
- Alerts the classroom teacher to any problem or special information about an individual student.
- Serves as the chief source of information and helps to any substitute teacher assigned in the regular teacher's absence.
- Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of certified teachers.

#### **Required Education:**

Associate's degree or equivalent from a two-year College or technical school; or six months to one-year related experience and/or training; or equivalent combination of education and experience.

#### **Required Qualifications:**

At least one years of related experience

#### **Certifications, and Licenses:**

Current Paraprofessional License for the State of Illinois

#### **Required Knowledge, Skills, and/or Abilities**

- Good knowledge of proper English grammar, spelling, and basic knowledge of mathematics
- Ability to work with and for school-aged children
- Ability to follow
  - written and oral instructions
- Ability to operate essential office equipment
- Ability to communicate effectively and demonstrate diplomacy when dealing with people and students
- Good oral and written communication skills
- Good reading skills
- Demonstrates diplomacy when working with parents

- Skilled in operating audio-visual equipment and personal computers is highly desirable.

**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