



Rock Island-Milan School District 41

**JOB DESCRIPTION**

**Paraprofessional  
(Instructional, Special Education, Library, Multilingual Learner)**

**POSITION INFORMATION:**

<b>POSITION TITLE</b>	Paraprofessional
<b>DATE CREATED/AMENDED</b>	August 2025/November 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 paraprofessional promotes a safe, inclusive, and positive learning environment while maintaining confidentiality and adhering to district policies and procedures.

**Functions and Responsibilities**

General:

- Incumbents will follow any other directives, and perform any other related duties as assigned by the Superintendent or designee.

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 Multilingual learners.
- Works with scholars individually or in small groups to reinforce learning of material or skills initially introduced by the classroom teacher.

Classroom Environment:



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- 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.
- 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.
- Support the classroom teacher in providing physical care activities, including feeding, assistance with toileting, diapering, prosthetics, and other adaptive equipment. This may range from full assistance to simple monitoring.
- Assists with wash-up and other restroom routines.

### 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.



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- 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

**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.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



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