

**JOB DESCRIPTION: Paraeducator**

**BASIC FUNCTION:** Assist a certificated teacher in reinforcing instruction to individual or small groups of students; assist in the preparation of instructional materials; assist in implementation of lesson plans and individual education plans; provide technical assistance to students; assist students with meeting health and daily living needs; and provide routine clerical support.

**QUALIFICATIONS:**

1. State of Illinois Professional Educator License, Educator License with Stipulations (PARA), or Substitute License;
2. Successfully pass a medical examination to determine good health;
3. Aptitude for the work to be performed;
4. Ability to establish and maintain cooperative and effective working relationships with others;
5. Dependable work record; and
6. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**EDUCATION AND EXPERIENCE:** State of Illinois approval to serve as a Paraprofessional; sufficient training and experience to demonstrate the knowledge and abilities as listed.

**KNOWLEDGE OF:**

1. Child guidance principles and practices.
2. Problems and concerns of students with unique needs.
3. Safe practices in classroom and playground activities.
4. Basic core academic subjects taught in schools.
5. Basic instructional methods and techniques.
6. Correct English usage, grammar, spelling, punctuation and vocabulary.
7. Classroom procedures and appropriate student conduct.
8. Operation of standard office and classroom equipment.
9. Oral and written communication skills.
10. Interpersonal skills using tact, patience and courtesy.
11. Basic record-keeping and report preparation techniques.

**ABILITY TO:**

1. Assist with instruction and related activities in a classroom or assigned learning environment.
2. Reinforce instruction to individual or small groups of students as directed by the teacher.
3. Demonstrate an understanding, patient and receptive attitude toward students.
4. Assist students with personal hygiene, feeding, toileting, bathing, positioning and independent living skills as assigned.
5. Assist in the preparation of instructional materials and implementation of lesson plans and individual education plans.
6. Maintain confidentiality of sensitive and privileged information.
7. Understand and follow oral and written directions.
8. Communicate effectively both orally and in writing.
9. Monitor, observe and report student behavior and progress according to approved policies and procedures.

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10. Perform a variety of clerical duties in support of classroom activities, including typing, filing and duplicating materials.
11. Observe health and safety regulations.
12. Maintain records and files.

**REPORTS TO:** Building Administrator/Assigned Certified Staff

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

1. Tutor individual or small groups of students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and assignments in various subjects; confer with the teacher concerning lesson plans and materials to meet student needs; assist with the implementation of lesson plans and individual education plans.
2. Assist students with academic exercises and assignments; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, friendly attitude and general guidance; confer with the teacher concerning lesson plans and materials to meet student needs.
3. Observe and control behavior of students in the classroom according to approved procedures; monitor and interact with students during outdoor and other recreational activities as directed; report progress to teacher regarding student performance and behavior.
4. Assist assigned teacher with administering various tests as directed; assist in preparing mandated reports and documentation as required.
5. Assist students and teachers in the selection, location and use of library materials and equipment; respond to inquiries and provide information to students and teachers; assist students in researching instructional materials for classroom use. Assist in the facilitating of the use of technologies by students and staff.
6. Circulate library materials; check library materials in and out to students and staff using an assigned computerized system and bar codes; shelve returned books and materials; collect student late fees and prepare related correspondence. Monitor/program the school's video distribution system.
7. Operate a variety of classroom and office equipment including, but not limited to, a computer, copier, overhead projector and laminator as assigned.
8. Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; grade student tests and assignments.
9. Provide classroom support to the teacher by setting up work areas and displays, and distributing and collecting paper, supplies and materials.
10. Escort students to and from designated locations as assigned; and accompany students on field trips, recreational functions, and during outdoor activities as assigned.

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11. Load and unload students on buses as directed; push students in wheelchairs; lift student's in and out orthopedic equipment and position pupils; assist students with adaptive devices as needed.
12. Assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner.
13. Serve as a source of information and help to any substitute teacher assigned in the absence of the regular teacher.
14. Assist students with personal hygiene including dressing, undressing and grooming as required; assist students with enhancing eating skills and performing eating activities; administer suctioning, tracheotomy care and tube feedings as required; toilet students, perform catheterizations and change diapers and soiled clothing as required.
15. Monitor health conditions. Provide routine first aid to injured students according to established procedures as needed; administer medications according to prescribed instructions as required; respond to medical emergencies and prepare related paperwork as appropriate.
16. Attend meetings and in-services as assigned.
17. Maintain ethical and moral standards inclusive of confidentiality of information about students and staff with the appropriate certified personnel. Paraeducators should not discuss student information with parents/guardians unless directed by certified staff.
18. File necessary child abuse/neglect reports, as necessary.
19. Perform such other tasks and assumes such other responsibilities as the Building Administrator, or designee, may assign, in accordance with Board of Education policies and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

1. Indoor and outdoor environment.

**ESSENTIAL PHYSICAL DEMANDS:**

1. Dexterity of hands and fingers to operate standard office and classroom equipment.
2. Sitting or standing for extended periods of time.
3. Bending at the waist, kneeling or crouching to assist students.
4. Seeing to read a variety of materials and monitor student activities.
5. Hearing and speaking to exchange information.
6. Lifting children and moderately heavy objects.
7. Pushing children in wheelchairs.

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**TERMS OF EMPLOYMENT:** Category of Position – 2. Work year based on 176 work days, 7.5 hours per day including a one-half hour duty-free unpaid lunch break. Hourly rate of pay and Fringe Benefit Package I-A as established by the Board of Education in accordance with prevailing Labor Contract.

**EVALUATION:** Performance in this job will be evaluated in accordance with prevailing Labor Contract.