

Lemont-Bromberek Combined School District 113A Job Description

POSITION: Paraprofessional

MINIMUM QUALIFICATIONS: Valid Illinois Educator License with Stipulations: Paraprofessional Educator; or Valid Illinois Professional Educator License; or Valid Illinois Substitute License;
Able to lift, carry and move students and objects weighing over 20 pounds; and
Able to perform all essential job functions with or without reasonable accommodations

TYPE: Bargaining unit (full-time only)

CATEGORY: Non-exempt (Fair Labor Standards Act)

WORK YEAR: Nine month/school year

REPORTS TO: Assigned Special Education Teacher, Principal/s, Assistant Principal/s and Director of Student Services

EVALUATOR/S: Primary: Principal/s and/or Assistant Principal/s
Input: Assigned Certified Teacher and Director of Student Services

ESSENTIAL JOB FUNCTIONS:

1. Under the direction of a certified teacher or administrator, conducts instructional activities designed to increase academic achievement for individuals and small groups of students.
2. Under the direction of a certified teacher or administrator, uses technology and other designated programs and strategies to implement instructional interventions, collect data and report data.
3. Under the direction of a certified teacher or administrator, implements academic and behavioral supports with students.
4. Provides personal care for students, including diapering and toileting assistance, as needed. When providing toileting assistance, a second adult will be present respecting students' privacy.
5. Lifts carries or otherwise physically manages students, as necessary.
6. Uses current available technologies appropriately and effectively for instructional, job-related and communication purposes.
7. Develops and maintains positive and active relations and effective communications with students and appropriate stakeholders.

8. Notifies the administration immediately of evidence of substance abuse, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of illegal substances.
9. Takes all necessary and reasonable precautions to protect the health and safety of students, staff, equipment, materials and facilities.
10. Complies with all contractual duties, Board of Education policies and administrative procedures; adheres to state and federal laws and regulations.
11. Exhibits ethical behavior and integrity and maintains confidentiality for all school-related responsibilities.
12. Maintains a positive attitude towards job related growth and development.
13. Performs other duties as assigned by supervisor/s or Superintendent.

By signing this job description, I affirm that I have read and understand the contents of this document.

Employee's Name: _____

Signature of Receipt

Date

