

SOUTHWEST COOK COUNTY COOPERATIVE
ASSOCIATION FOR SPECIAL EDUCATION

JOB DESCRIPTION

TITLE:	Paraprofessional
REPORTS TO:	Professional Teacher/Therapist, Program Supervisor
SUPERVISES:	N/A
QUALIFICATIONS:	Highly Qualified: Registered Para or Sub License through ISBE Experience working with children Valid drivers' license Certification in CPR (preferred)
EVALUATION:	Conducted on an annual basis in accordance with Cooperative guidelines
TERMS OF EMPLOYMENT:	Length of employment, salary and benefits determined by the Board of Directors of SWCCCASE

RESPONSIBILITIES:

Instructional

- Assists in the organization of assignments and adaptations of materials
- Follows specific instructional strategies and plans to support student learning and independence
- Assists with individual or small group instruction, as prescribed
- Communicates in an effective and positive manner with colleagues, learners and visitors
- Assists professional in various aspects of implementing instructional/thematic/therapeutic plans
- Facilitates and supports learners in a variety of settings (e.g. general education classes, community based activities, work experience sites, etc.)
- Participates in collection of assessment data and documentation
- Confers with professional on a regular basis regarding learner expectations and outcomes and student/program needs
- Supports learners during transitions between classes and activities
- Assists students with bathroom/hygiene needs

- Assists students on/off the bus
- Assists with playground duties

Classroom Management

- Creates and arranges classroom décor to reflect instructional outcomes
- Assists with daily tasks and record-keeping related to student attendance forms, clerical needs, files, inventory, supplies, etc.
- Maintains a neat and orderly learning and work environment
- Facilitates learner use of computers, augmentative systems and various equipment for instructional purposes

Staff Roles

- Maintains a high level of confidentiality with respect to work-related and student information
- Demonstrates initiative and continual assessment of personal effectiveness
- Conforms to specific guidelines of assigned program
- Performs specialized functions, requiring certification or additional training, required by a specific program or student (e.g. catheterization, positioning, lifting, physical restraint, feeding)
- Participates in staff development opportunities
- Demonstrates knowledge of first aid and health related/emergency procedures
- Demonstrates professionalism
- Follows procedures and policies established by the Cooperative

Professionalism

- Follows policies and procedures of SWCCCASE
- Demonstrates professionalism while setting examples for students
- Demonstrates continual assessment of personal and program effectiveness, responds effectively to feedback
- Actively participates in the evaluation process
- Demonstrates flexibility and is adaptable to change
- Uses judgment appropriately
- Conducts self in appropriate and ethical manner
- Treats others with respect and dignity
- Participates in professional growth activities
- Maintains a clean work area
- Dresses appropriately

Communication Skills

- Performs as an integral member of the educational team
- Maintains confidentiality in matters related to this position
- Relates in a helpful, positive, and efficient manner with peers, supervisors, and all those in contact with SWCCCASE

Physical

- Able to lift, push or pull at least 50 lbs.
- Assist with bus duties, regardless of weather conditions
- Accompany students into the pool during swim instruction
- Participate in physical management techniques
- Maneuver a wheelchair
- Accompany students in a van or school bus for community outings and field trips

Performs other duties as may be assigned by supervisor

**Essential Functions of a
SWCCCASE Paraeducator**

- Maneuver a wheelchair
- Monitor G-tube feedings (after being trained by nurse)
- Physically manage students (after mandatory training)
- Accompany students into the pool during swim instruction
- Complete data collection as assigned
- Supervise outdoor activities including recess or bus duty, regardless of weather conditions
- Assist students in participating in all aspects of their educational day, including adaptive physical education, community outings and job sites.
- Diaper and/or toilet students regardless of age or gender
- Possess basic computer skills
- Bilingual Paraeducators are expected to translate written materials and to interpret within the educational setting when requested

DEAF AND HARD OF HEARING PROGRAM

Sign Language ability required