JOB DESCRIPTION

Para Educator Special Skills
Specialized Student Services

JOB DESCRIPTION CREATION / REVISION DATE: 3/12/2010

POSITION TITLE: Para Educator (MLP, ILP, EN, PH, VI, HI)

DEPARTMENT: Specialized Student Services

REPORTS TO: Building Administrator and Assigned Teacher

SUPERVISES: N/A

POSITION GOAL(S):
To support the program in providing a classroom environment that is conducive to learning and appropriate to the maturity, interests and needs of the students with an IEP.
To perform duties and activities under direct supervision.

JOB DUTIES / ACCOUNTABILITIES:

1. Implement individual or small group instructional lessons under the supervision of a certified teacher
2. Familiarize self with IEP goals/objectives for students in the classroom
3. Facilitate implementation of functional community based curriculum
4. Follow through on set behavioral programs and procedures
5. Document student behavior as directed by the teacher
6. Supervise IEP’d students during lunch, recess, arrival and departure times, and/or community trips as directed, during assigned work hours
7. Help in the loading and unloading of student buses at school and on trips during assigned work hours
8. Escort students within the building, as directed by the classroom teacher
9. Work cooperatively with the classroom teacher by assisting with any related activity specific to the students’ IEP
10. Lift, transfer, position, toilet, etc. (this is special skills only)
11. Provide input to the classroom teacher regarding student-para interactions
12. Encouraged to attend staff meeting and staff development activities
13. Other duties as assigned within parameters outlined in collective bargaining agreement

EXPERIENCE / KNOWLEDGE:

14. Experience working with students in an educational setting preferred
15. Effective communication skills
16. Ability to understand and follow directions

EDUCATION:
17. Successful completion of a minimum of 30 semester college hours or an Illinois passing score on Praxis exam
18. Bilingual - Spanish/English (written/verbal) preferred.

**PHYSICAL DEMANDS:**
19. Ability to work in a fast paced and busy environment.
20. Lift, transfer, position, toileting etc. (for special skills positions only)
21. Excellent physical agility and quick response time

**TERMS OF EMPLOYMENT:**
Salary and benefits as established by the Board of Education.

**EVALUATION:**
Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of employees.

Employee Signature: ____________________________ Date: _____________

Supervisor Signature: ____________________________ Date: _____________