

Paraprofessional – Special Education (Classroom or Personal)

QUALIFICATIONS:

Certification: NCLB/STATE of Illinois Qualifications

Letter of Approval from State of Illinois

Such alternatives to the above qualifications as the Board
may find appropriate and acceptable

REPORTS TO:

Direct Supervisor: Building Principal

VISION:

The Special Education Paraprofessional will perform duties that support the delivery of district special education services to special education students by working under the direction and guidance of a certified staff member. The paraprofessional will assist students with physical, behavioral, or instructional tasks.

JOB GOALS:

- Students will receive the physical, emotional, and instructional support they need to benefit fully from the district special education program
- Students will learn subject matter and skills that will contribute to their development as mature, able, and responsible individuals

RESPONSIBILITIES:

- Assist students with physical tasks, including using the restroom
- Accompany students to the office or school nurse and assist with health-care related needs, if necessary
- Provide student supervision during instructional and non-instructional times
- Help students when they need instructional assistance or tutorial support
- Lead a small group or individual activities using materials and lesson plans prepared by the teacher
- Assist the teacher by checking and recording student work, supervising testing and make-up work, and taking attendance
- Serve as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
- Maintain the same high level of ethical behavior and confidentiality of information about students as expected of fully licensed teachers
- Participate in professional development training programs, including yearly Nonviolent Crisis Intervention training
- Serve as a potential person to perform physical restraint to ensure staff and student safety
- Establishes, as fully as possible, a supportive and empathetic relationship with the students without fostering or encouraging intense emotional involvement
- Serve as a resource person, if and when requested, to the special education service team conferring about one of the students to whom assigned
- Perform other duties assigned by the principal, teacher

TERMS OF EMPLOYMENT:

Work Day:

6.5 hours per day

Work Year:

180 DAYS.

Bargaining Unit:

Bargaining Unit

Salary and Benefits:

Per Contract

EVALUATION:

Performance of this job will be evaluated in accordance with administrative procedures and established contractual protocols.

NCLB REQUIREMENTS - ONE OF THE FOLLOWING:

- Complete two years of study at an institution of higher education defined in Illinois as 60 semester hours; or
- Obtain an associate's degree or higher at an accredited institute of higher education; or
- Pass a formal State assessment; or
- Complete 30 semester hours of college credit or an approved teacher aide training program PLUS evidence of 300 "Professional Training Points" based on work experience, additional coursework and other activities