

LA GRANGE HIGHLANDS SCHOOL DISTRICT 106

JOB TITLE: Paraprofessional
JOB GOAL: Assist Classroom Teacher in the implementation of the instructional program for students with disabilities.
REPORTS TO: Director of Special Education and School Principal
QUALIFICATIONS: Paraprofessional certification or 60 hours of college credit required (meets Illinois State Board of Education requirements for Instructional Assistants).
Read, understand and follow verbal and written directions.
Utilize applicable technology to support performance responsibilities.

DUTIES AND RESPONSIBILITIES:

General

1. Communicate and collaborate effectively with others.
2. Ensure confidentiality of sensitive information.
3. Maintain a record of dependability as evidenced by consistent attendance, punctuality and attention to work.
4. Understand and adapt to a variety of situations
5. Maintain and exhibit general and personal safety practices.
6. Maintain stakeholder satisfaction.
7. Work independently and exercise good judgment.
8. Assume personal responsibility for professional performance and growth.
9. Utilize effective problem solving processes.
10. Exhibit professionalism in appearance and demeanor.

Specific

1. Serves as a professional role model, with guidance from the classroom teacher, through interactions with students, staff members, and parents; support of teaching practices; planning, and involvement in professional development activities.
2. Implements supplemental and supportive instructional strategies to selected students as designated by and under the supervision of the classroom teacher and related services support staff in school and community environment
3. Assists the classroom teacher in developing, organizing, and preparing instructional materials.
4. Provide one-to-one or small group supervision to students as necessary.
5. Assists classroom teacher in meeting students daily care needs (toileting, grooming, diapering, feeding, positioning, transferring, etc.).
6. Under the direction of the classroom teacher, provides assistance in implementing behavior management plans in the classroom and community environments.
7. Assists in maintaining a clean, safe, and organized environment for all students.
8. Maintains an awareness of each students' individuality and responds in a manner conveying dignity and respect.
9. Supervise student at lunch, on the playground, before and after school, and during recess.
10. Escort special education student to and from assigned classrooms, the nurse, the speech therapist, the occupational therapist or other related services as required by the student's IEP.
11. Accompany student to library, music, art, technology, and PE classrooms as designated.
12. Completed other duties as assigned by the classroom teacher/supervisor to promote the overall instructional program.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. An employee in this position will be required to follow any other instructions and to perform any other duties assigned by the supervisor.

EVALUATION:

Performance in this position will be evaluated annually in accordance with the provisions of the applicable policies of the district.

TERMS OF EMPLOYMENT: Salary, benefits, work/days as established by the Board of Education. (At-will employee.)