



Job Description

General Classroom Paraprofessional

LOCATION: Building – GCHS or GNHS

REPORTS TO: Special Education Department
Chair/Associate Principal for Student Services

TERM: 10 Months

POSITION SUMMARY:

The job of General Classroom Paraprofessional is done for the purpose/s of providing support to the needs of students in a given classroom or program. The Classroom Paraprofessional has the specific responsibility for assisting in the supervision, care, and support of students in the classroom and building settings to assist in the implementation of plans for instruction; monitoring and supporting student behavior; and providing information to appropriate school personnel.

QUALIFICATION - EXPERIENCE - KNOWLEDGE:

- A valid Illinois Paraprofessional License is required **or** completion of 60 semester hours of college credit at a regionally accredited institution of higher education (evidence is an official transcript); **or** obtained an associate degree (or higher) at a regionally accredited institution of higher education (evidence is an official transcript); **or** a valid Illinois Professional Educator License

ESSENTIAL FUNCTIONS:

- Assist with and reinforce classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives and or behavior
- Support tests, homework, make-up work, etc. for the purpose of supporting student needs in the classroom.

- Communicates with supervising instructional staff, for the purpose of communicating progress
- Monitors student's behavior plan for the purpose of maintaining a safe and positive learning environment.
- Provides, under the supervision of assigned teacher, instruction to the student in a variety of individual and group activities for the purpose of reinforcing instructional objectives
- Supervises individual and/or groups of students in a variety of settings (e.g. community field trips, hallways, bus loading areas, cafeteria, parking lots, classrooms, etc.) for the purpose of providing a safe and positive learning environment.

OCCASIONAL/AS NEEDED JOB RESPONSIBILITIES

- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
- Is prepared to calmly and professionally respond to potential escalating situations and conflicts for the purpose of diffusing confrontations and minimizing disruptions.
- Monitors student's behavior plan for the purpose of maintaining a safe and positive learning environment.
- Assists and escorts the student during any and all emergency drills or during actual emergencies for the purpose of providing a safe learning environment.
- Attends department/problem solving meetings as needed to provide input as to student progress for the purpose of maintaining a whole student approach to the student's education.
- Collects data for the purpose of maintaining accurate records and engaging in data based decision making.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

RESPONSIBILITIES:

- Acts as a mandated reporter for the purpose of ensuring the safety of the students.
- Working under the direction of a teacher or team member using standardized procedures
- Positive communication and collaborative problem solving with others

SKILLS REQUIRED:

- Ability to demonstrate regular attendance and punctuality
- Ability to maintain a professional demeanor in all situations
- Must be able to maintain confidential information
- Ability to respond to changing situations in the workplace and exhibit flexibility
- Ability to perform multiple tasks concurrently under varying deadlines and adapt to changing work priorities
- Ability to take initiative within the classroom and building settings
- Ability to work effectively with staff and students as part of a team
- Ability to set work priorities, take initiative, and work efficiently under minimum supervision

- Ability to communicate clearly and concisely, both orally and in writing with the use of proper grammar and punctuation to write correspondence
- Ability to operate standard office equipment including using pertinent job related software applications and preparing and maintaining accurate records

WORK ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: Significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 40% sitting, 15% walking, and 45% standing. The job is performed under conditions with exposure to risk of injury and/or illness and in a clean atmosphere. This position requires the ability to lift 50 lbs.

There will be an annual performance evaluation for this position.

FLSA STATUS: Non-Exempt

Grayslake High School District 127 is an Equal Opportunity Employer. It is the policy and practice of District 127 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 127 ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap. The District has a policy of active recruitment of qualified minority teachers and non-certificated employees. Any individual needing assistance in making an application for this position should contact the office of the superintendent.