

# Special Education Paraprofessional

Plainfield School District

## Special Education Paraprofessional

### Purpose Statement

The job of Special Education Paraprofessional 10/21 is done for the purpose/s of assisting in the supervision, care and instruction of identified special education student(s) in the regular classroom or in a self-contained classroom or other building locations; assisting in implementing plans for instruction; monitoring student behavior during non-classroom time; providing information to appropriate school personnel; and possibly attend IEP meetings. Demonstrates support for the Vision, Mission, Beliefs and Goals of District 202. Upholds the established Board of Education policies, regulations and administrative procedures.

This job reports to Principal or Administrator Designee

### Essential Functions

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Administers tests, homework, make-up work, etc. under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Administers immediate first aid and medical assistance as instructed by a health care professional for the purpose of meeting immediate health care needs.
- Assists students (e.g. toileting/diapering, feeding supervision, following specific dietary plan, etc.) for the purpose of maintaining student's personal hygiene, self-care and nutrition needs.
- Attends trainings and in-service presentations (e.g. first aid, CPR, emergency procedures, autism, CPI or de-escalation, individual/team lift, etc.) for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with teacher(s) and a variety of health care professionals (e.g. Speech Therapist, PTs, COTAs, etc.) for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- Fosters and maintains a positive and effective working relationship with teachers, administrators, support staff, District staff, students, parents, community and social media platforms for the purpose of adhering to the policies, regulations and administrative procedures.
- Implements under the supervision of assigned teacher, behavioral plans designed by IEP team for students with behavior disorders or other special conditions for the purpose of presenting and/or reinforcing learning concepts.
- Maintains professional confidentiality in all areas of responsibility for the purpose of adhering to the policies, regulations and administrative procedures.
- Monitors students during assigned periods within a variety of school environments (e.g. rest rooms, playgrounds, hallways, bus loading zones, cafeteria, parking lots, field trips, job training sites, etc.) for the purpose of maintaining a safe and positive learning environment.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

- Provides under the supervision of assigned teacher, instruction to students in a variety of individual and group activities (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives; implementing IEP plans; and ensuring students success in school.
- Remains with student(s) for the purpose of providing for the safety of student(s), removing student(s) when necessary and de-escalating situations outside the classroom.
- Responds, using appropriate safety protocols, to emergency drills and situations for the purpose of resolving immediate safety concerns.
- Rides the bus with student(s) to/from school, as requested by administrator for the purpose of ensuring safety of and monitoring student(s).

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: instructional techniques; operating equipment; monitoring activities; interpersonal aptitude; guiding others; and effective listening.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating in a positive, non-threatening manner; sensitivity to persons of diverse backgrounds; maintaining confidentiality; working as part of a team; working with constant interruptions; speak, read and write in English; and bilingual is beneficial.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 25% sitting, 25% walking, 50% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience is desired.

**Education:** Targeted, job related education with study in job-related area.

### **Required Testing**

Pre-employment Physical Exam  
Pre-employment TB Clearance for working @ Bonnie  
McBeth

### **Certificates and Licenses**

High School Diploma or GED and a score of 460 or higher on the ETS Parapro Assessment; or  
Professional Educator License (PEL); Substitute  
Teaching License or Professional Educator License

with Stipulations (PARA) and 60 semester hours of coursework  
High School Diploma and the ACT Workkeys  
Assessment: Applied Mathematics & Workplace  
Documents (score of 4); or

**Continuing Educ. / Training**

Evaluation as outlined in the PASS Negotiated  
Agreement

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Not Rated

**Approval Date**

**Salary Grade**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_