



North Chicago Community Unit School District #187 Position Description

POSITION TITLE: Paraprofessional Special Education

LOCATION: Alexander

REPORTS TO: Principal/Director

PRIMARY FUNCTION: The individual employed for this position will work under the supervision of the school Principal/Director to perform related work as required and outlined below.

QUALIFICATIONS:

1. Licensure

- a. **Required:** Illinois Paraprofessional Educator License (PreK – Age 21) or Short Term Paraprofessional Approval

2. Education:

- a. **Required:** High school diploma or equivalent.
- b. **Preferred:** Must have completed 60 hours of college credit at a regionally accredited institution of higher education, or obtained an associate's degree (or higher) at a regionally accredited institution of higher education, or pass the proficiency tests through ISBE to be eligible for the Illinois Paraprofessional Educator License.

3. Experience:

- a. **Preferred:** Two (2) or more years of successful experience as a paraprofessional.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

- Respond to behavior as directed by the MTSS team in real time to support student success in the classroom.
- Align to all school student behavior strategies.
- Implement Tier 2 and Tier 3 targeted behavior plans with specific students.
- Collaborate with a small team of behavior specialists to improve the climate and culture of the school.
- Maintain professional relationships with school community stakeholders.
- Work with individual students and small groups assigned.
- Assist with discipline and support teachers in implementing classroom management.
- Observe students, record data, share insights regarding changes in students' behavior, etc.
- Be a member of the MTSS team and follow initiatives/directives.
- Supervise areas of the building as needed (hallways, cafeteria, etc)
- Motivate students to be in the classroom instead of hallways to gain as much knowledge as possible.
- Assist in record keeping.

- Reinforce appropriate student behavior and facilitate appropriate social interactions among students.
- Follow the schedule provided.
- Assist with loading and/or unloading buses.
- Assist with students that are integrated into regular education classrooms.
- Attend all professional development opportunities required for this position.
- Assist with the supervision of students during emergency drills, assemblies, play periods, and field trips.
- Participate in in-service programs as assigned and perform related work as required.
- Other duties as assigned by the Principal/Director.

KNOWLEDGE, SKILLS, AND ABILITIES:

Technical: Proficient computer skills including Google Apps

Interpersonal:

- Strong desire to use positive reinforcement to guide student behavior.
- Handle confidential information professionally.
- Ability to use discretion and exercise sound judgment.
- Effective oral and written communication skills and strong interpersonal skills.
- Good organizational and time management skills.
- Evidence of dependability, integrity, and a strong work ethic
- Ability to take the initiative, work independently, meet deadlines, follow complex directions, and adapt to changing demands, activities, and workloads

DISTRICT CORE COMPETENCIES:

1. Achievement focus
2. Cultural competence
3. Classroom environment leadership
4. Collaborative communicator/team player
5. Reflective learner
6. Innovative

PHYSICAL DEMANDS:

Working Conditions: The usual and customary methods of performing the job's functions require the following physical demands: lifting, carrying, pushing, and/or pulling, kneeling, and sitting on the floor. This job is performed in a generally clean and healthy environment.

TERMS OF EMPLOYMENT: 192 days and hours vary per building

SALARY RANGE: Per Collective Bargaining Agreement - **\$19.36. Summer school or extended school year paid the prior school year rate of pay per the CBA.**

BENEFITS: Click [Here](#)

EVALUATION: Annual

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision.

Scheduling flexibility is required to accommodate changing school/district needs. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

The North Chicago Community Unit School District #187 is an Equal Opportunity Employer with established policies prohibiting discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, an order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, credit history unless a satisfactory credit history is an established bona fide occupational requirement of a particular position or other legally protected categories. The Superintendent of Schools/designee (847-689-8150) addresses questions regarding student discrimination, and the Director of Human Resources (847-689-8150) answers questions concerning staff discrimination.

CREATED: 09/04/2018

REVISED: 4/8/2025