

Position Title: Paraeducator
Date: November 17, 2005
Reports To: Assigned Teacher(s)
Status: Non-Exempt

Position Summary:

Under the direction of a teacher and or administrator, assists teachers in implementing, supervising and assessing educational programs and providing instruction to individual students and groups of students. Provides behavioral management, personal care, and supervision/support in the classroom, school, playground and on field trips.

Qualifications:

- Must meet state requirements for paraprofessional approval from the Illinois State Board of Education.
- Possess and maintain a valid driver's license with a clear driving record.
- Must be willing to complete training assigned to include: First Aid, CPR, and CPI (Crisis Prevention Intervention)
- Learn to operate equipment and devices that students may require.
- Ability to read and interpret documents in the English language.
- Ability to work in a team setting.
- Ability to interact effectively and sensitively with individuals from diverse backgrounds.

Physical Demands

Occasionally, but essentially, the employee must be able to walk, bend or twist at the neck and trunk more than the average person, squat/stoop, reach above the head, reach forward, climb in/out of vehicles, lift up to 25 pounds from shoulder to overhead, lift up to 50 pounds floor to waist, push/pull items over 90 pounds on wheels over carpeted, tiled, concrete, paved, dirt or other outdoor surfaces, and carry up to 50 pounds 15-25 feet.

Duties and responsibilities-Essential Functions

1. Assist teacher with the implementation of scheduled program activities.
2. Assist student with personal care needs to include toileting, feeding, showering, and dressing.
3. Observe and manage behavior of students according to approved procedures; assist in maintaining order among the students in the classroom and on the school grounds; supervise students as assigned in the classroom and on the playground; accompany students going from one location to another; assure the continuance of classroom activities and discipline when the teacher is absent from the room.
4. Implement behavior management techniques as instructed by the teacher and/or behavior therapist.
5. Maintain and assemble instructional materials (including lesson plans, tests, worksheets, behavior plans) as instructed by certified teacher.

6. Assist the teacher by observing, recording, and charting students' progress.
7. Assist with activities of the prescribed programs including those written by related service personnel such as PT, OT, and Speech, including implementation of student's communication program.
8. Learn to use and assist in the care of equipment and devices that students may require (wheelchairs, hearing aids, augmentative communication devices, etc.)
9. Assist with loading and unloading of students from buses.
10. Maintain professionalism by modeling appropriate behavior for students (manners, attitude, dress, language, gestures)
11. Accompany students on community experiences; may include transporting students in agency vehicles.
12. Assist students during swimming class with pool activities by getting into the pool as requested by the pool instructor; help maintain a safe atmosphere in and around the pool area; supervise and assist with locker room activities (dressing, hair drying, showering and toileting).
13. Strictly adhere to confidentiality requirements regarding all matters pertaining to students, parents, parent communications, and or classroom activities.
14. Assist other personnel, with related tasks, as may be required for the purpose of supporting them in the completion of their work activities and for the enhancement of daily operations of the school.
15. Attend and participate in staff meetings and in-service activities as assigned; attend training classes to increase professional knowledge.
16. Attend and assist with the following evening programs as requested by the teacher:
Christmas Program, Graduation, Fine Arts Night, Family/Fun Night and Prom Night (High School only)

Employee Signature

Date