



## **Prairie Central CUSD #8**

### **Job Descriptions for Paraprofessional**

#### **Official Supervisor**

Building principal or designee

#### **Job Summary**

A paraprofessional works in a classroom with a teacher or other certified professional performing those duties assigned by the supervisor and teacher (or other certified professional). The paraprofessional works under the district supervisor of a teacher or other certified professional to provide for more child-adult contacts within the classroom setting.

#### **Qualifications**

At least 20 years of age

Meet minimum educational qualifications and/or testing requirements:

Hold an associate degree from a regionally accredited institution of higher education; or

Hold a high school diploma or recognized equivalent and pass the ParaPro test with a minimum score identified by the Illinois State Board of Education; or

Hold a high school diploma or recognized equivalent and pass the WorkKeys® assessment offered by ACT with a minimum score identified by the Illinois State Board of Education.

Hold an educator license with stipulations endorsed for paraprofessional educator

Basic knowledge in relevant subject areas

Basic knowledge in clerical procedures and computer skills

High level of ethical behavior and confidentiality of information

#### **Skills**

Educational instruction

Organizes and manages materials

Organizes and manages small instructional groups

Computer use

Communicates orally and in writing to maximize educational opportunities for students

Ability to assist in a two-person lift

### **Length of Employment**

Follows contract language, assigned hours may vary

### **Evaluation**

Building principal or designee, based on "Job Functions"

### **Job Functions**

Adheres to established laws, policies, rules, regulations, and collective bargaining agreements

#### **A. Instructional Duties**

1. Assists teacher with strategies for maintaining a challenging classroom environment conducive to effective teaching and learning
2. Provides individual and group instruction to students as directed by the classroom teacher
3. Encourages student independence and self-help skills according to the developmental level of the student
4. Demonstrates through words, actions, and instruction the belief that all students have the ability to meet high standards of achievement
5. Assists classroom teacher with creating an environment in which students work with a sense of purpose and understand what is expected of them
6. Promotes understanding, and development of ways to respond to differences in culture, race, language, class, gender and sexual orientation
7. Assists with library, media, technology, plays/dramatics, physical education, assembly productions, musical activities, projects and other student activities
8. Assumes other duties as assigned by the principal, principal's designee, classroom teacher, or other certified personnel

#### **B. Non-Instructional Duties**

1. Operates classroom technology
2. Stores and distributes materials and supplies
3. Assists with general classroom and office clerical work
4. Assists with general housekeeping
5. Prepares and assists with bulletin boards and displays
6. Attends committee meetings and other sessions related to instructional activities, and parent/teacher conferences, as requested
7. Assumes other duties as assigned by the principal, principal's designee, classroom teacher, or other certified personnel

#### **C. Safety**

1. Immediately reports unsafe situations or conditions to the direct supervisor
2. Observes the highest standards of safety while supervising students and reacts appropriately to emergencies
3. Provides appropriate supervision of students at all times
4. Maintains a safe environment for students
5. Assists with emergency drills
6. Assists with medical issues and follows appropriate steps for handling blood borne pathogens
7. Assists with hallway, lunchroom, and recess supervision
8. Assists in bus supervision, arrival and departure

9. Assists with lunch/snacks, clean-up routines, and hygiene
10. Assists in supervising field trips
11. Uses two-person lift when moving a student

D. Communication and Cooperation

1. Communicates appropriately with others
2. Is cooperative, interacts effectively with students, co-workers, supervisor(s), parents and community members
3. Treats all students in a fair and equitable manner
4. Interacts with students in a friendly and respectful manner
5. Meets with the classroom teacher to discuss curriculum, classroom management, and goals for instruction, when requested
6. Serves as a positive role model to others through positive and appropriate interaction
7. Refers parents to the teacher to share questions and concerns

E. Professionalism and Professional Development

1. Adheres to established laws, policies, rules, regulations, and collective bargaining agreements regarding punctuality
2. Dresses appropriately for position including cleanliness, grooming, and neatness
3. Performs duties and assignments effectively under the direction of the classroom teacher or another immediate supervisor
4. Performs duties and assignments in a punctual fashion according to the given schedule
5. Accepts suggestions from supervising teacher and principal
6. Uses time effectively and efficiently
7. Submits time sheets and other required paperwork in a timely manner
8. Participates in training to develop new knowledge, skills, and abilities
9. Incorporates new skills and abilities into the classroom
10. Respects procedures, rules, and regulations
11. Attends workshops and training provided by the district
12. Respects and maintains confidentiality of student matters