

Paris Cooperative High School

JOB DESCRIPTION

Position Title: Paraprofessional

Department: Educational Support Personnel

Reports to: Building Principal

FLSA Class: Non-Exempt

Effective Date: 09/01/2023

SUMMARY

This position is responsible for assisting the teacher in providing a well-organized, smoothly functioning environment to help students be successful in their studies while aiding individual students to help them achieve the skill levels of the class.

DUTIES

1. Works closely with special needs pupils on a daily or regular basis to provide them with the educational, physical, and emotional help and support they need to gain full benefits from the school's special education program under the direction and guidance of the assigned teacher.
2. Prepares lesson materials, exhibits, equipment, and demonstrations as directed.
3. Assists the teacher in developing strategies for reinforcing material or skills based on sympathetic understanding of individual students, their needs, interests, and abilities.
4. Presents subject matter to students under the direction and guidance of teachers.
5. Assists with the supervision of independent study, enrichment work, and remedial work assigned by the teacher.
6. Tutors and assists students individually or in small groups to help them master assignments and to reinforce learning concepts presented by the teacher.
7. Assists with the supervision of large group activities such as drill work, reading aloud, etc.
8. Supervises student(s) in classrooms, halls, cafeteria, gymnasium, school yard, etc. during emergency drills, assemblies, or field trips as assigned.
9. Distributes teaching materials such as textbooks, workbooks, papers, pencils, etc. to student(s).
10. Distributes tests and homework assignments and collects them when they are completed if appropriate.
11. Enforces school policies and rules governing students.
12. Completes required records in a timely fashion.
13. Teaches socially acceptable behaviors, employing techniques such as behavior modification and positive reinforcement.
14. Takes initiative in performance of routine classroom responsibilities.
15. Assists student(s) with self-care, hygiene, and feeding as necessary.
16. May be required to perform tasks that students are not able to do i.e., taking notes, handling materials, holding books, etc.
17. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
18. Participates in training programs as required.
19. Assists with student arrival and departure routines if assigned.
20. Participates in parent conferences or home visits if requested.
21. Supervises students before and/or after school as assigned.
22. Monitors individual students or small groups of students to reinforce learning of material or skills initially introduced by the classroom teacher.

23. Assists in implementing the goals and objectives in a student's individualized education plan as assigned.
24. Assists the teacher in making modifications or adaptations to the regular classroom work as stated in a student's IEP and provides feedback as to the effectiveness of such accommodations or adaptations as appropriate.
25. Establishes as fully as possible a supportive and sympathetic relationship with the student(s) without fostering or encouraging intense emotional involvement.
26. Assists the teacher with non-instructional classroom duties e.g. bus loading, lunchroom, toileting, etc.) as assigned.
27. Works with students with multiple physical, mental, and developmental disabilities as assigned.
28. Is familiar with and use adaptive equipment including but not limited to communication equipment, wheelchairs, adaptive feeding tools, etc. as required.
29. Maintains a high level of ethical behavior and confidentiality of information about students as is expected of all staff.
30. Assists the classroom teacher in other tasks necessary in maintaining a professional and positive classroom environment and performs other teacher aide duties as may be assigned by the classroom teacher, administration, or Board of Education.

QUALIFICATIONS

1. Must hold a valid IL paraprofessional license.
2. Associate's degree or higher from a regionally accredited institution of higher education. completed 60 semester hours of college credit at a regionally accredited institution of higher education. HS Diploma or GED and a score of 460 or higher on the ETS Parapro. or HS Diploma or GED and passing scores on the ACT Workkeys.
3. Must be at least 20 years of age.
4. Must have excellent oral and written communication skills to work with teachers, education support personnel, building administrators, and the general public.
5. Ability to enforce school regulations and policies in a professional manner.
6. Ability to maintain good working relationships with fellow employees and pupils.
7. Must be able to lift and carry up to 50 lbs.
8. Requires employee to have the ability to push/pull up to 10 lbs.
9. Must be detailed oriented.
10. Ability to understand instructions, concepts, and underlying principles and the ability to reason and make judgements.
11. Ability to perform arithmetical operations quickly and accurately.
12. Ability to perform manual functions easily.
13. Ability to understand meanings of words and ideas associated with them, and to transfer understandings to individuals and groups as necessary.

SCHEDULING

The schedule is subject to change with district demands. Overtime is required when requested.